

## TABLES

**Note on table numbers:** The table numbers are keyed, when applicable, to the questions on the survey form, using a capitalized Section letter followed by an Arabic Question Number. When more than one table exists for a single question, they are further designated by small letters (a, b, c, etc.). Tables presenting statistics from sources other than the HRRS project are contained in Section A.1.

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## General Statistics

**Table A.1. Statistics on Population, Colleges and Universities, Public Libraries, and Archival Repositories in the 1988 NHPRC Directory for States Participating in the HRRS.**

HRRS Participants	Population	% of total U.S.	2- and 4- Year Colleges & Universities	% of total U.S.	Public Libraries	% of total U.S.	Repositories in 1988 NHPRC directory	% of total U.S.
AK	550,043	0.2%	9	0.2%	83	0.9%	13	0.3%
FL	12,937,926	5.1%	114	3.1%	112	1.2%	51	1.1%
GA	6,478,216	2.6%	120	3.2%	53	0.6%	50	1.1%
HI	1,108,229	0.4%	17	0.5%	1	0.0%	17	0.4%
IA	2,776,755	1.1%	59	1.6%	513	5.7%	61	1.3%
IL	11,430,602	4.5%	169	4.6%	602	6.7%	180	3.9%
KS	2,477,574	1.0%	54	1.5%	338	3.7%	63	1.4%
KY	3,685,296	1.5%	61	1.6%	115	1.3%	128	2.8%
MA	6,016,425	2.4%	118	3.2%	374	4.1%	276	6.0%
ME	1,227,928	0.5%	33	0.9%	225	2.5%	59	1.3%
MI	9,295,297	3.7%	109	2.9%	377	4.2%	139	3.0%
MN	4,375,099	1.7%	107	2.9%	133	1.5%	119	2.6%
MO	5,117,073	2.0%	101	2.7%	150	1.7%	75	1.6%
MT	799,065	0.3%	26	0.7%	82	0.9%	11	0.2%
NE	1,578,385	0.6%	35	0.9%	270	3.0%	36	0.8%
NM	1,515,069	0.6%	35	0.9%	63	0.7%	34	0.7%
NY	17,990,455	7.1%	311	8.4%	761	8.4%	646	14.0%
OH	10,847,115	4.3%	156	4.2%	250	2.8%	165	3.6%
PA	11,881,643	4.7%	217	5.9%	448	5.0%	253	5.5%
RI	1,003,464	0.4%	12	0.3%	51	0.6%	26	0.6%
VT	562,758	0.2%	22	0.6%	204	2.3%	35	0.8%
Total # in HRRS partic states	113,654,417		1,885		5,205		2,437	
Total # all U.S.	253,080,249		3,706		9,049		4,604	
HRRS states as % of total	44.9%		50.9%		57.5%		52.9%	

Sources:

Excel file: GeniStats.xls

Population: Census Bureau, Estimates of the Population of States, "Census and You," January 1995

Colleges & Universities: The Chronicle of Higher Education, 1997-1998 Almanac Issue (Aug. 29, 1997).

Public Libraries: National Center for Education Statistics, 1991

Museums: Institute for Museum Services, Nonprofit, nonfederal museums in the U.S., 1992 Survey

Repositories: NHPRC, Directory of Archives and Manuscripts Collections, 1988

## Tables A.2. Respondents Using Short or Long Form or Variations of Long Form

These tables calculate total number of possible responses to questions that were omitted from various versions of the survey forms. Those questions entirely omitted from the Short Form were E3, G3, I2, I4, J4, and J5. Questions in which several possible responses were omitted from the short form were I3 (see Table I.3.c for details), J1 (responses 6,7,8), and K1 (responses 15, 16). Georgia and Montana did not include the following questions: J2, J3, J5. Georgia and Montana also omitted several options in question I3 (see Table I.3.c for details).

Eleven states used the Long Form and therefore included all of the questions:

Florida, Hawaii, Iowa, Illinois, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Ohio, Pennsylvania

Four states used the Short Form only:

Alaska, Kansas, New Mexico, New York

Four states used a mix of Long and Short Forms:

Kentucky, Maine, Rhode Island, Vermont

Two states used modified versions of the Long Form that omitted a few questions:

Georgia and Montana

### A.2.a. Total possible responses for questions that appeared only on the Long Form, by type and size. Applies to questions E3, G3, I2, I4, J1 (options 6, 7, 8), and K1 (options 15, 16).

Repos Type	MAJOR	LARGE	MEDIUM	SMALL	NO SIZE DESIGNATED	TOTALS	% total resp
Hist Soc/ Arch	28	68	224	435	129	884	69.6%
Academic	55	112	138	61	35	401	79.2%
Public Library	1	27	100	336	69	533	71.6%
Museum	8	53	145	232	63	501	73.4%
Records Creator	10	41	75	65	22	213	70.1%
TOTALS	102	301	682	1,129	318	2,532	72.2%
% total resp	82.9%	78.2%	72.7%	68.8%	75.4%		

Access query: ShortFormOnly\_CrTab\_TypeSize

Excel file: B1\_ReposCharacteristics / ShtFm\_TypeSize

### A.2.b. Total possible responses for questions that appeared only on the Long Form, by type and region. Applies to questions E3, G3, I2, I4, J1 (options 6, 7, 8), and K1 (options 15, 16).

Repos Type	1-New England	2-Mid Atlantic	3-Great Lakes	4-Plains	5-South	6-West	TOTALS
Hist Soc/ Arch	162	128	297	185	85	27	884
Academic	82	64	103	74	63	15	401
Public Library	94	39	250	80	52	18	533
Museum	80	48	139	86	56	92	501
Records Creator	66	20	71	33	15	8	213
TOTALS	484	299	860	458	271	160	2,532
% total resp	64.3%	38.2%	100.0%	83.1%	82.6%	68.7%	

Access query: ShortFormOnly\_CrTab\_TypeRegion

Excel file: B1\_ReposCharacteristics / ShtFm\_Region

## Tables B1. Repository Characteristics

**Table B.1.a. Types of repositories, by region**

Type of repository	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
1-HIST SOC/ ARCH	300	39.9%	320	41.8%	297	34.6%	213	38.9%	96	27.9%	45	31.5%
2-ACADEMIC	91	12.1%	129	16.9%	103	12.0%	89	16.2%	65	18.9%	29	20.3%
3-PUB LIB	164	21.8%	126	16.5%	250	29.1%	107	19.5%	74	21.5%	23	16.1%
4-MUSEUMS	122	16.2%	122	15.9%	139	16.2%	109	19.9%	69	20.1%	122	85.3%
5-CREATORS	76	10.1%	86	11.2%	71	8.3%	33	6.0%	24	7.0%	14	9.8%
TOTALS	753		783		860		551		328		233	
% OF TOTAL RESP	21.5%		22.3%		24.5%		15.7%		9.4%		6.6%	

Query: B1\_Count\_OrgType\_byRegion

Excel file: B1\_OrgType/TypeByRegion

**Table B.1.b. Types of repositories, by state**

Type of Org	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT	TOTAL
1-HIST SOC	5	9	74	4	33	76	28	13	153	79	73	46	67	22	39	14	192	148	128	21	47	1,271
2-ACADEMIC	3	14	23	5	24	34	15	28	64	13	23	16	19	10	15	11	65	46	64	10	4	506
3-PUB LIB	1	9	41		46	63	27	24	90	42	64		26	17	8	5	87	123	39	16	16	744
4-MUSEUMS	11	2	49	8	17	46	23	18	67	25	43	24	23	84	22	19	74	50	48	11	19	683
5-CREATORS		4	8	2		19		12	65	9	15	12	18	6	3	6	66	37	20	1	1	304
TOTALS	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87	3,508
% of total resp	1%	1%	6%	1%	3%	7%	3%	3%	13%	5%	6%	3%	4%	4%	2%	2%	14%	12%	9%	2%	2%	100%

Query: B1\_Count\_OrgType\_byState

Excel file: B1\_OrgType/TypeByState

**Table B.1.c. Types of repositories, by size**

Type of Org	Major	Large	Medium	Small	Size unknown	TOTALS
1-HIST SOC/ ARCH	33	81	300	672	185	1,271
2-ACADEMIC	65	141	179	80	41	506
3-PUB LIB	2	37	133	487	85	744
4-MUSEUMS	11	66	214	307	85	683
5-CREATORS	12	60	112	94	26	304
TOTALS	123	385	938	1640	422	3,508
% of total resp	3.51%	10.97%	26.74%	46.75%	12.03%	

Access query: B1\_bysize\_crosstab

Excel file: B1\_OrgType/TypeBySize

**Table B.1.d. Size of repositories, by region**

SIZE	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% of total
MAJOR	21	2.8%	28	3.6%	38	4.4%	16	2.9%	14	4.3%	6	2.6%	123	3.5%
LARGE	74	9.8%	108	13.8%	74	8.6%	71	12.9%	34	10.4%	24	10.3%	385	11.0%
MEDIUM	195	25.9%	224	28.6%	197	22.9%	144	26.1%	101	30.8%	77	33.0%	938	26.7%
SMALL	387	51.4%	329	42.0%	444	51.6%	271	49.2%	118	36.0%	91	39.1%	1,640	46.8%
NO SIZE DESIGNATED	76	10.1%	94	12.0%	107	12.4%	49	8.9%	61	18.6%	35	15.0%	422	12.0%
TOTALS	753		783		860		551		328		233		3,508	

Query: B1\_Count\_Size\_byRegion

Excel file: B1\_ReposCharacteristics / SizeByRegion

**Table B.1.e. Size of repository by state**

SIZE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
MAJOR	3	3	8		4	11	3	3	17	1	12	4	3	1	2	2	11	15	17	2	1
LARGE	4	6	17	2	13	23	8	11	49	10	21	22	19	13	9	5	59	30	49	11	4
MEDIUM	11	11	54	7	31	67	27	36	129	34	46	30	31	44	25	15	136	84	88	16	16
SMALL	2	15	63	8	66	121	51	40	213	98	120	35	87	60	32	21	231	203	98	25	51
NO SIZE DESIGNATED	0	3	53	2	6	16	4	5	31	25	19	7	13	21	19	12	47	72	47	5	15
TOTALS	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87

Query: B1\_Count\_Size\_byState

Excel file: B1\_ReposCharacteristics / SizeByState

**B.2.** During which decade did your organization establish a historical records program for the care of archival materials?

**Table B.2.a. Decade in which historical records program established, by repository type.**

Type of Repository	Historical Records Program Established In													
	Unknown	Before 1800	1800-49	1850-99	1900-09	1910-19	1920-29	1930-39	1940-49	1950-59	1960-69	1970-79	1980-89	1990-96
Hist Soc	255	2	8	48	18	12	23	22	31	53	124	284	241	150
Academic	111	3	5	15	2	2	9	12	18	21	71	106	84	47
Public Library	342	2	1	33	17	9	11	5	18	26	45	88	92	55
Museum	151	2	2	16	7	5	14	19	21	33	64	137	140	72
Records Creator	63	5	9	11	2	7	5	5	11	12	25	63	44	42
TOTALS	922	14	25	123	46	35	62	63	99	145	329	678	601	366
% total respond	26.3%	0.4%	0.7%	3.5%	1.3%	1.0%	1.8%	1.8%	2.8%	4.1%	9.4%	19.3%	17.1%	10.4%

Query: B2\_ProgAge\_byReposType      Excel file: B1\_OrgType / #YrsInProg\_Type

**Table B.2.b. Decade in which historical records program established, by repository size.**

Repository Size	Unknown	Before 1800	1800-49	1850-99	1900-09	1910-19	1920-29	1930-39	1940-49	1950-59	1960-69	1970-79	1980-89	1990-96
MAJOR	11	1	5	14	1		6	5	12	4	31	23	8	2
LARGE	47	1	12	26	9	9	5	9	14	24	40	79	88	22
MEDIUM	183	3	6	37	8	10	28	24	28	41	96	214	175	85
SMALL	486	6	2	36	23	13	21	20	38	55	129	312	280	219
SIZE NOT DESIGNATED	195	3		10	5	3	2	5	7	21	33	50	50	38
TOTALS	922	14	25	123	46	35	62	63	99	145	329	678	601	366
% total resp	26.3%	0.4%	0.7%	3.5%	1.3%	1.0%	1.8%	1.8%	2.8%	4.1%	9.4%	19.3%	17.1%	10.4%

Query: B2\_ProgAge\_byReposSize      Excel file: B1\_OrgType / #YrsInProg\_Size



**C1. Does your organization have a written acquisition policy identifying the kinds of historical materials it accepts and the conditions or terms that affect these acquisitions?**

**Table C.1.a. Acquisition policies, by repository type**

Repos Type	Yes	% of total	No	% of total	Total
Hist Soc/ Arch	556	43.7%	715	56.3%	1,271
Academic	212	41.9%	294	58.1%	506
Public Library	164	22.0%	580	78.0%	744
Museum	353	51.7%	330	48.3%	683
Creator	85	28.0%	219	72.0%	304
	1,370	39.1%	2,138	60.9%	3,508

Access query: C1\_OrgType Excel file: C\_Collections.xls / C1\_Type

**Table C.1.b. Acquisition policies, by state and repository type (number that have policy)**

Repos Type	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
Hist Soc/ Arch	3	4	14	3	17	36	11	3	63	31	36	27	16	8	24	3	100	70	59	8	20
Academic	2	4	14	3	14	11	6	11	23	8	9	7	8	3	5	4	27	20	27	5	1
Public Library	1	3	27		7	13	4	3	22	5	19		5	2	5		21	17	3	4	3
Museum	7		20	3	10	27	16	11	36	12	20	11	8	41	11	7	47	27	20	4	15
Creator		1				6		3	9	3	6	4	7	1	1	1	28	9	5	1	
Total w/ policy	13	12	75	9	48	93	37	31	153	59	90	49	44	55	46	15	223	143	114	22	39
Total resp	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87
% w/ coll policy	65%	32%	38%	47%	40%	39%	40%	33%	35%	35%	41%	50%	29%	40%	53%	27%	46%	35%	38%	37%	45%

Access query: C1\_by\_State\_OrgType Excel file: C\_Collections.xls / C1\_Type\_State

**Table C.1.c. Acquisition policies, by collection size**

Repos Size	Yes	% of total	No	% of total	Total
MAJOR	82	66.7%	41	33.3%	123
LARGE	230	59.7%	155	40.3%	385
MEDIUM	463	49.4%	475	50.6%	938
SMALL	480	29.3%	1,160	70.7%	1,640
Size not designated	115	27.3%	307	72.7%	422
Total	1,370	39.1%	2,138	60.9%	3,508

Access query: C1\_byReposSize Excel file: C\_Collections.xls / C1\_Size

**Table C.1.d. Acquisition policies, by state and collection size (number that have policy)**

Repos Size	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
MAJOR	2	1	7		3	6	3	2	11	1	8	2	2		1	2	5	12	12	1	1
LARGE	4	5	10		10	12	5	5	28	5	16	10	13	10	5	1	35	20	30	5	1
MEDIUM	7	3	24	5	16	30	13	16	60	19	25	19	10	21	16	7	80	34	41	8	9
SMALL			21	4	17	39	14	8	49	25	35	16	19	18	18	1	84	62	22	6	22
Size not designated		3	13		2	6	2		5	9	6	2		6	6	4	19	15	9	2	6
Total w/ policy	13	12	75	9	48	93	37	31	153	59	90	49	44	55	46	15	223	143	114	22	39
Total resp	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87
% w/ coll policy	65%	32%	38%	47%	40%	39%	40%	33%	35%	35%	41%	50%	29%	40%	53%	27%	46%	35%	38%	37%	45%

Access query: C1\_byReposSize\_State Excel file: C\_Collections.xls / C1\_Size\_State

## C2. Types of historical records.

### C.2.a. Types of historical records currently held, by repository type

RECORD TYPE	Hist Soc/Arch		Academic		Pub Lib		Museum		Creator		Total All Repos	
	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	1187	94.9%	482	96.0%	657	88.3%	635	93.1%	280	93.0%	3,241	92.4%
Photographs	1164	93.0%	466	92.8%	529	71.1%	629	92.2%	274	91.0%	3,062	87.3%
Architectural	573	45.8%	340	67.7%	189	25.4%	383	56.2%	182	60.5%	1,667	47.5%
Maps, plats	1023	81.8%	268	53.4%	506	68.0%	469	68.8%	123	40.9%	2,389	68.1%
Sound recordings	564	45.1%	362	72.1%	190	25.5%	304	44.6%	188	62.5%	1,608	45.8%
Video tapes	618	49.4%	372	74.1%	236	31.7%	331	48.5%	217	72.1%	1,774	50.6%
Motion pict film	238	19.0%	225	44.8%	73	9.8%	185	27.1%	105	34.9%	826	23.5%
Microfilm/microfiche	429	34.3%	264	52.6%	460	61.8%	164	24.0%	97	32.2%	1,414	40.3%
Computer media	164	13.1%	121	24.1%	96	12.9%	57	8.4%	67	22.3%	505	14.4%
Optical disks	8	0.6%	11	2.2%	3	0.4%	6	0.9%	3	1.0%	31	0.9%
Other	129	10.3%	79	15.7%	71	9.5%	125	18.3%	50	16.6%	454	12.9%

Excel file: C\_Collections/C2\_HOLD\_OrgType

### C.2.b. Types of historical records actively collecting, by repository type

RECORD TYPE	Hist Soc/Arch		Academic		Pub Lib		Museum		Creator		Total U.S.	
	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	1016	81.2%	407	81.1%	423	56.9%	417	61.1%	233	77.4%	2,496	71.2%
Photographs	1003	80.1%	368	73.3%	274	36.8%	439	64.4%	215	71.4%	2,299	65.5%
Architectural	377	30.1%	179	35.7%	70	9.4%	177	26.0%	97	32.2%	900	25.7%
Maps, plats	744	59.4%	148	29.5%	242	32.5%	239	35.0%	71	23.6%	1,444	41.2%
Sound recordings	370	29.6%	209	41.6%	73	9.8%	157	23.0%	118	39.2%	927	26.4%
Video tapes	414	33.1%	229	45.6%	121	16.3%	190	27.9%	153	50.8%	1,107	31.6%
Motion pict film	119	9.5%	90	17.9%	20	2.7%	78	11.4%	41	13.6%	348	9.9%
Microfilm/microfiche	284	22.7%	161	32.1%	273	36.7%	85	12.5%	53	17.6%	856	24.4%
Computer media	147	11.7%	77	15.3%	78	10.5%	42	6.2%	55	18.3%	399	11.4%
Optical disks	8	0.6%	13	2.6%	3	0.4%	7	1.0%	6	2.0%	37	1.1%
Other	78	6.2%	53	10.6%	27	3.6%	38	5.6%	30	10.0%	226	6.4%

Excel file: C\_Collections / C2\_COLL\_bySt

## C.2. Types of historical records, cont.

### C.2.c. Types of historical records currently held, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		Total U.S.	
RECORD TYPE	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	710	94.3%	745	95.1%	793	92.2%	505	91.7%	278	84.8%	210	90.1%	3,241	92.4%
Photographs	679	90.2%	721	92.1%	728	92.2%	468	84.9%	260	79.3%	206	88.4%	3,062	87.3%
Architectural	383	50.9%	434	55.4%	368	92.2%	240	43.6%	132	40.2%	110	47.2%	1,667	47.5%
Maps, plats	525	69.7%	554	70.8%	585	92.2%	393	71.3%	183	55.8%	149	63.9%	2,389	68.1%
Sound recordings	357	47.4%	367	46.9%	370	92.2%	253	45.9%	149	45.4%	112	48.1%	1,608	45.8%
Video tapes	408	54.2%	417	53.3%	415	92.2%	273	49.5%	153	46.6%	108	46.4%	1,774	50.6%
Motion pictures	169	22.4%	208	26.6%	190	92.2%	146	26.5%	61	18.6%	52	22.3%	826	23.5%
Microfilm/microfiche	234	31.1%	333	42.5%	375	92.2%	265	48.1%	142	43.3%	65	27.9%	1,414	40.3%
Computer media	117	15.5%	103	13.2%	136	92.2%	77	14.0%	55	16.8%	17	7.3%	505	14.4%
Optical disks	5	0.7%	12	1.5%	6	92.2%	4	0.7%	1	0.3%	3	1.3%	31	0.9%
Other	72	9.6%	107	13.7%	72	92.2%	44	8.0%	30	9.1%	129	55.4%	454	12.9%

Excel file: C\_Collections / C2\_HOLD\_byReg

### C.2.d. Types of historical records actively collecting, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		Total U.S.	
RECORD TYPE	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	530	70.4%	632	80.7%	611	71.0%	425	77.1%	227	69.2%	71	30.5%	2,496	71.2%
Photographs	493	65.5%	592	75.6%	567	65.9%	376	68.2%	203	61.9%	68	29.2%	2,299	65.5%
Architectural	209	27.8%	250	31.9%	215	25.0%	133	24.1%	65	19.8%	28	12.0%	900	25.7%
Maps, plats	301	40.0%	355	45.3%	376	43.7%	259	47.0%	114	34.8%	39	16.7%	1,444	41.2%
Sound recordings	196	26.0%	229	29.2%	240	27.9%	148	26.9%	77	23.5%	37	15.9%	927	26.4%
Video tapes	254	33.7%	267	34.1%	279	32.4%	173	31.4%	95	29.0%	39	16.7%	1,107	31.6%
Motion pict film	67	8.9%	76	9.7%	97	11.3%	66	12.0%	27	8.2%	15	6.4%	348	9.9%
Microfilm/microfiche	108	14.3%	206	26.3%	245	28.5%	179	32.5%	96	29.3%	22	9.4%	856	24.4%
Computer media	82	10.9%	89	11.4%	116	13.5%	53	9.6%	48	14.6%	11	4.7%	399	11.4%
Optical disks	8	1.1%	9	1.1%	13	1.5%	2	0.4%	3	0.9%	2	0.9%	37	1.1%
Other	41	5.4%	69	8.8%	40	4.7%	36	6.5%	22	6.7%	18	7.7%	226	6.4%

Excel file: C\_Collections / C2\_COLL\_byReg

## C2. Types of historical records, cont.

### C.2.e. Types of historical records currently held, by state

RECORD TYPE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
Paper records	19	36	155	19	112	225	86	87	414	157	201	96	137	122	74	50	461	367	284	56	83
Photographs	19	31	143	19	93	213	78	86	393	152	184	97	131	125	69	43	457	331	264	55	79
Architectural	11	21	67	14	43	110	37	44	242	67	97	61	65	57	34	28	269	161	165	36	38
Maps, plats	12	22	103	16	84	170	63	58	298	119	152	82	105	87	59	34	350	263	204	43	65
Sound recordings	13	23	64	13	52	116	35	62	223	66	103	68	64	57	34	29	227	151	140	29	39
Video tapes	14	25	77	13	62	117	38	51	256	80	108	72	66	53	35	28	253	190	164	35	37
Motion pictures	10	8	24	7	29	59	24	29	114	28	53	42	30	21	21	14	119	78	89	13	14
Microforms	8	21	70	6	59	105	46	51	158	45	98	51	73	31	36	20	189	172	144	16	15
Computer media	2	5	35	3	11	31	16	15	76	22	35	17	21	4	12	8	54	70	49	8	11
Optical disks			1			4			5			2	1	1	1	2	5	2	7		
Other	5	3	17	3	10	11	7	10	52	6	25	8	15	113	4	8	76	36	31	7	7

Excel file: C\_Collections / C2\_HOLD\_bySt

### C.2.f. Types of historical records actively collecting, by state

RECORD TYPE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	NE	NM	NY	OH	PA	RI	VT
Paper records	15	31	123	18	85	181	70	73	322	114	151	86	121	63	38	393	279	239	33	61
Photographs	16	26	113	19	71	170	61	64	290	110	154	84	104	56	33	372	243	220	34	59
Architectural	5	13	33	9	24	68	17	19	132	44	68	34	40	18	14	144	79	106	18	15
Maps, plats	9	18	68	8	52	123	45	28	178	68	101	51	74	37	22	222	152	133	19	36
Sound recordings	10	13	35	6	32	73	15	29	127	32	76	42	35	24	21	137	91	92	14	23
Video tapes	10	14	50	7	37	82	22	31	158	47	81	52	37	25	22	161	116	106	21	28
Motion pictures	8	2	11		13	30	11	14	49	13	34	21	16	5	7	35	33	41	3	2
Microforms	5	13	52	4	39	67	28	31	78	16	65	43	42	27	13	116	113	90	5	9
Computer media	2	4	28	2	5	29	13	16	55	17	30	11	13	11	7	48	57	41	5	5
Optical disks	1	1	1			4		1	7	1	2	1	1		1	4	7	5		
Other	7		14	3	10	3	4	8	28	4	12	7	13	2	8	48	25	21	5	4

Excel file: C\_Collections / C2\_COLL\_bySt

#### C4. Subject areas of collections.

**C.4.a. Please indicate which subject areas are especially strong in your collections and those in which you are focusing your acquisition efforts.**

SUBJECT AREA	Total no. of repositories <u>holding</u> materials re: topic	% of HRRS respondents	Total no. of repositories <u>collecting</u> materials re: topic	% of HRRS respondents
African Americans	128	3.6%	309	8.8%
Agriculture	474	13.5%	442	12.6%
Arts/architecture	491	14.0%	466	13.3%
Business/indus/manuf	792	22.6%	705	20.1%
Civil War	659	18.8%	550	15.7%
Education	821	23.4%	741	21.1%
Environment/Nat Res	211	6.0%	234	6.7%
Genealogy	1,364	38.9%	1,224	34.9%
Labor	174	5.0%	190	5.4%
Local History	2,384	68.0%	1,984	56.6%
Medical/health care	274	7.8%	226	6.4%
Military	546	15.6%	482	13.7%
Native Americans	333	9.5%	370	10.5%
Politics/govt	364	10.4%	338	9.6%
Religion	575	16.4%	536	15.3%
Revolutionary War	244	7.0%	229	6.5%
Science/technology	167	4.8%	192	5.5%
Social serv/charitable	398	11.3%	373	10.6%
Transport/communication	418	11.9%	390	11.1%
Women	433	12.3%	477	13.6%
Other	585	16.7%	490	14.0%

Access: Run series C4 [...] \_YES\_COUNT\_BY\_state, then qappC4 [...]A\_YES\_COUNT\_BY\_state to build table  
tblSubjectArea\_HOLD\_CountByState; then run C4\_HOLD\_byState\_Crosstab. Calculations of totals and percentages executed in Excel.  
Excel file: C\_Collections / C4\_Totals

#### C.4.b. Subject areas of collections, current strengths, by region

	1-New Eng		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West	
SUBJECT AREA	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg
African Americans	21	2.8%	42	5.4%	38	4.4%	15	2.7%	26	7.9%	4	1.7%
Agriculture	98	13.0%	113	14.4%	109	12.7%	99	18.0%	23	7.0%	60	25.8%
Arts/architecture	142	18.9%	151	19.3%	100	11.6%	51	9.3%	50	15.2%	41	17.6%
Business/indus/manuf	223	29.6%	225	28.7%	194	22.6%	101	18.3%	53	16.2%	48	20.6%
Civil War	178	23.6%	182	23.2%	177	20.6%	84	15.2%	89	27.1%	15	6.4%
Education	187	24.8%	239	30.5%	197	22.9%	130	23.6%	77	23.5%	42	18.0%
Environment/NatRes	56	7.4%	55	7.0%	39	4.5%	23	4.2%	17	5.2%	39	16.7%
Genealogy	336	44.6%	332	42.4%	359	41.7%	246	44.6%	129	39.3%	58	24.9%
Labor	39	5.2%	48	6.1%	46	5.3%	18	3.3%	8	2.4%	22	9.4%
Local History	584	77.6%	567	72.4%	643	74.8%	389	70.6%	208	63.4%	160	68.7%
Medical/health care	51	6.8%	84	10.7%	69	8.0%	37	6.7%	21	6.4%	31	13.3%
Military	114	15.1%	132	16.9%	144	16.7%	108	19.6%	38	11.6%	45	19.3%
Native Americans	62	8.2%	71	9.1%	77	9.0%	63	11.4%	34	10.4%	73	31.3%
Politics/govt	81	10.8%	97	12.4%	96	11.2%	50	9.1%	35	10.7%	38	16.3%
Religion	136	18.1%	161	20.6%	126	14.7%	94	17.1%	60	18.3%	39	16.7%
Revolutionary War	90	12.0%	91	11.6%	44	5.1%	9	1.6%	29	8.8%	2	0.9%
Science/technology	40	5.3%	50	6.4%	43	5.0%	17	3.1%	12	3.7%	17	7.3%
Social serv/charitable	87	11.6%	114	14.6%	87	10.1%	55	10.0%	41	12.5%	48	20.6%
Transport/communication	91	12.1%	118	15.1%	99	11.5%	68	12.3%	31	9.5%	41	17.6%
Women	94	12.5%	128	16.3%	101	11.7%	65	11.8%	35	10.7%	36	15.5%
Other	121	16.1%	174	22.2%	130	15.1%	106	19.2%	47	14.3%	38	16.3%

Access: Run series C4\_...JA\_YES\_COUNT\_BY\_state, then qappC4\_...JA\_YES\_COUNT\_BY\_state to build table  
tblSubjectArea\_HOLD\_CountByState; then run C4\_HOLD\_byRegion\_Crosstab. Excel file: C\_Collections / C4\_HOLD\_byReg

#### C.4.c. Subject areas of collections, actively collecting, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West	
SUBJECT AREA	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg
African Americans	48	6.4%	76	9.7%	75	8.7%	44	8.0%	62	18.9%	4	1.7%
Agriculture	82	10.9%	109	13.9%	116	13.5%	102	18.5%	19	5.8%	14	6.0%
Arts/architecture	121	16.1%	124	15.8%	108	12.6%	50	9.1%	45	13.7%	18	7.7%
Business/indus/manuf	162	21.5%	188	24.0%	183	21.3%	105	19.1%	50	15.2%	17	7.3%
Civil War	107	14.2%	132	16.9%	148	17.2%	87	15.8%	73	22.3%	3	1.3%
Education	152	20.2%	197	25.2%	187	21.7%	117	21.2%	73	22.3%	15	6.4%
Environment/NatRes	55	7.3%	54	6.9%	51	5.9%	37	6.7%	23	7.0%	14	6.0%
Genealogy	254	33.7%	277	35.4%	329	38.3%	233	42.3%	111	33.8%	20	8.6%
Labor	41	5.4%	55	7.0%	47	5.5%	28	5.1%	12	3.7%	7	3.0%
Local History	427	56.7%	467	59.6%	528	61.4%	336	61.0%	170	51.8%	56	24.0%
Medical/health care	39	5.2%	68	8.7%	59	6.9%	33	6.0%	18	5.5%	9	3.9%
Military	86	11.4%	111	14.2%	135	15.7%	98	17.8%	39	11.9%	13	5.6%
Native Americans	64	8.5%	68	8.7%	103	12.0%	59	10.7%	48	14.6%	28	12.0%
Politics/govt	69	9.2%	88	11.2%	84	9.8%	50	9.1%	37	11.3%	10	4.3%
Religion	99	13.1%	141	18.0%	123	14.3%	96	17.4%	62	18.9%	15	6.4%
Revolutionary War	61	8.1%	76	9.7%	51	5.9%	14	2.5%	25	7.6%	2	0.9%
Science/technology	36	4.8%	55	7.0%	48	5.6%	29	5.3%	14	4.3%	10	4.3%
Social serv/charitable	66	8.8%	101	12.9%	93	10.8%	61	11.1%	43	13.1%	9	3.9%
Transport/communication	80	10.6%	108	13.8%	95	11.0%	70	12.7%	26	7.9%	11	4.7%
Women	92	12.2%	130	16.6%	116	13.5%	84	15.2%	43	13.1%	12	5.2%
Other	90	12.0%	132	16.9%	107	12.4%	95	17.2%	46	14.0%	20	8.6%

Access: Run series C4\_...JB\_YES\_COUNT\_BY\_state, then qappC4\_...JB\_YES\_COUNT\_BY\_state to build table  
tblSubjectArea\_COLL\_CountByState; then run C4\_COLL\_byRegion\_Crosstab. Excel file: C\_Collections / C4\_COLL\_byReg

## C4. Subject areas of collections, cont.

### C.4.d. Subject areas of collections, current strengths, by state

SUBJECT AREA	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MT	MO	NE	NM	NY	OH	PA	RI	VT
African Americans		4	14		4	7	2	8	14	1	11	1	7	4	1		27	20	15	5	1
Agriculture	4	1	19	4	19	39	12	3	45	19	30	32	14	46	22	6	88	40	25	6	28
Arts/architecture	4	5	32	3	9	35	7	13	92	22	23	14	13	23	8	11	93	42	58	12	16
Bus/indus/manuf	7	5	36	4	24	53	12	12	116	56	51	35	16	30	14	7	140	90	85	18	33
Civil War		4	62		18	49	14	23	96	39	36	9	40	9	3	6	105	92	77	9	34
Education	4	9	34	4	23	58	16	34	118	27	54	38	30	28	23	6	166	85	73	15	27
Environment/NatRes	4	6	7	1	5	7	3	4	34	12	17	7	4	27	4	7	37	15	18	2	8
Genealogy	4	10	77	5	47	97	44	42	174	95	85	46	69	37	40	12	209	177	123	19	48
Labor		1	4	2	5	15		3	22	9	12	7	3	18	3	2	23	19	25	5	3
Local History	14	28	112	13	93	174	66	68	326	134	171	71	101	96	58	37	359	298	208	46	78
Medical/health care	3	1	12	3	6	16	6	8	27	14	19	12	7	22	6	3	56	34	28	2	8
Military	5	4	25	1	27	40	19	9	55	33	37	17	26	30	19	9	88	67	44	8	18
Native Americans	14	3	27	3	14	16	9	4	35	20	30	15	17	39	8	17	45	31	26	4	3
Politics/govt	6	5	20	2	13	29	7	10	49	12	26	11	9	24	10	6	64	41	33	9	11
Religion	6	4	29	2	19	44	11	27	76	31	31	26	27	24	11	7	104	51	57	12	17
Revolutionary War			21		1	11	1	8	59	15	7	1	6			2	55	26	36	7	9
Science/technology	2	1	8	1	2	11	2	3	26	6	16	6	3	7	4	7	25	16	25	3	5
Social serv/charit	4	5	22	3	10	29	6	14	48	22	26	21	14	35	4	6	82	32	32	8	9
Transport/commun	5	5	18	2	13	23	11	8	39	32	30	21	11	29	12	5	78	46	40	2	18
Women	5	3	17	1	9	32	8	15	56	16	27	21	19	25	8	5	94	42	34	10	12
Other	3	7	18	3	18	38	19	22	83	18	26	19	35	19	15	13	105	66	69	13	7

Access: Run series C4 [...]A\_YES\_COUNT\_BY\_state, then qappC4 [...]A\_YES\_COUNT\_BY\_state to build table  
tblSubjectArea\_HOLD\_CountByState; then run C4\_HOLD\_byState\_Crosstab. Excel file: C\_Collections / C4\_HOLD\_bySt

### C.4.e. Subject areas of collections, actively collecting, by state

SUBJECT AREA	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
African Americans	2	6	38		5	13	13	18	34	6	19	4	20		2	2	43	43	33	5	3
Agriculture	5	3	13	3	18	39	17	3	39	21	32	32	13	1	22	5	77	45	32	3	19
Arts/architecture	7	5	24	2	9	33	7	16	81	18	27	14	12	1	8	8	73	48	51	7	15
Bus/indus/manuf	8	8	30	3	18	54	19	12	86	34	49	36	16		16	6	118	80	70	15	27
Civil War		5	52		9	45	16	16	54	30	34	16	42		4	3	79	69	53	4	19
Education	7	7	35	4	23	55	17	31	85	34	52	35	27		15	4	139	80	58	12	21
Environment/NatRes	6	4	11		6	9	4	8	29	15	19	13	7		7	8	37	23	17	4	7
Genealogy	5	8	70	2	37	91	44	33	119	89	85	45	68		39	13	175	153	102	13	33
Labor	3	1	5	2	7	11	5	6	20	15	16	10	4		2	2	31	20	24	4	2
Local History	13	24	84	11	69	148	60	62	232	106	145	63	91		53	32	299	235	168	33	56
Medical/health care	5		9	2	4	16	5	9	24	12	14	15	6		3	2	48	29	20		3
Military	5	6	26	1	15	37	18	7	43	24	38	19	25		21	7	71	60	40	7	12
Native Americans	12	4	37	1	3	16	15	7	41	16	46	19	15		7	15	44	41	24	2	5
Politics/govt	6	7	20		10	22	7	10	40	16	24	14	13		6	4	58	38	30	7	6
Religion	7	6	27	1	13	43	16	29	53	23	30	29	28	1	10	6	91	50	50	9	14
Revolutionary War			17		3	13	1	8	39	11	8		10			2	47	30	29	4	7
Science/technology	4	1	9	1	3	15	6	4	23	4	15	10	5		5	5	27	18	28	3	6
Social serv/charit	5	5	24	1	9	32	13	14	36	18	27	21	12		6	3	73	34	28	6	6
Transport/commun	7	4	13		12	26	14	9	38	27	24	25	10		9	4	75	45	33	1	14
Women	7	6	20		7	37	14	17	58	14	30	31	20		12	5	92	49	38	9	11
Other	4	7	18	3	14	34	16	21	62	17	24	18	31	3	16	10	84	49	48	6	5

Access: Run series C4 [...]B\_YES\_COUNT\_BY\_state, then qappC4 [...]B\_YES\_COUNT\_BY\_state to build table  
tblSubjectArea\_COLL\_CountByState; then run C4\_COLL\_byState\_Crosstab. Excel file: C\_Collections / C4\_COLL\_bySt

## D. Size of Collections

**Table D.1.a. Total linear feet of paper records reported by repository types in each state**

This chart includes quantities for total number of linear feet of paper records held by each type of repository collected by the current Historical Records Repository Survey as well as government records held by the state archives in each HRRS participating state as reported in the 1994 NAGARA/COSHRc joint survey. The relative balance between the volume of public records (in the state archives) and records held by "ongovernment" repositories varies significantly from state to state.

	Total lin ft of paper records, combining both surveys	Total lin ft of paper records reported in HRRS	Government Records Held by State Archives	% of paper recs in state	Historical Societies (in HRRS)	% of paper recs in state	Academic (in HRRS)	% of paper recs in state	Public Libraries (in HRRS)	% of paper recs in state	Museum (in HRRS)	% of paper recs in state	Creator (in HRRS)	% of paper recs in state
AK	34,900	17,363	17,537	50.2%	1,037	3.0%	14,250	40.8%	670	1.9%	1,406	4.0%	-	0.0%
FL	61,517	26,117	35,400	57.5%	3,243	5.3%	21,398	34.8%	1,349	2.2%	40	0.1%	88	0.1%
GA	141,626	74,490	67,136	47.4%	29,071	20.5%	35,754	25.2%	6,290	4.4%	2,749	1.9%	626	0.4%
HI	12,272	2,775	9,497	77.4%	296	2.4%	34	0.3%	-	0.0%	2,374	19.3%	71	0.6%
IA	75,252	55,552	19,700	26.2%	20,058	26.7%	31,995	42.5%	2,086	2.8%	1,414	1.9%	-	0.0%
IL	239,858	172,058	67,800	28.3%	13,130	5.5%	115,541	48.2%	1,839	0.8%	21,385	8.9%	20,164	8.4%
KS	77,702	49,236	28,466	36.6%	25,083	32.3%	21,184	27.3%	1,136	1.5%	1,833	2.4%	-	0.0%
KY	160,589	66,705	93,884	58.5%	2,114	1.3%	59,960	37.3%	256	0.2%	800	0.5%	3,576	2.2%
MA	196,917	164,917	32,000	16.3%	24,718	12.6%	99,517	50.5%	5,336	2.7%	15,422	7.8%	19,924	10.1%
ME	55,047	25,047	30,000	54.5%	10,644	19.3%	8,655	15.7%	1,475	2.7%	3,237	5.9%	1,036	1.9%
MI	240,968	196,125	44,843	18.6%	20,954	8.7%	133,152	55.3%	9,255	3.8%	15,262	6.3%	17,502	7.3%
MN	127,474	77,088	50,386	39.5%	12,930	10.1%	51,887	40.7%	-	0.0%	1,653	1.3%	10,618	8.3%
MO	136,346	36,346	100,000	73.2%	17,214	12.6%	8,490	6.2%	898	0.7%	3,375	2.5%	6,369	4.7%
MT	35,379	29,782	5,597	15.8%	10,592	29.9%	10,424	29.5%	430	1.2%	8,257	23.3%	79	0.2%
NE	53,252	28,252	25,000	46.9%	14,665	27.5%	11,443	21.5%	422	0.8%	1,708	3.2%	14	0.0%
NM	47,328	33,328	14,000	29.6%	151	0.3%	30,943	65.4%	22	0.0%	2,127	4.5%	85	0.2%
NY	281,298	224,279	57,019	20.3%	29,521	10.5%	124,419	44.2%	8,403	3.0%	30,544	10.9%	31,392	11.2%
OH	248,643	217,143	31,500	12.7%	42,102	16.9%	116,219	46.7%	5,636	2.3%	28,363	11.4%	24,824	10.0%
PA	258,568	227,918	30,650	11.9%	114,015	44.1%	95,989	37.1%	1,062	0.4%	9,698	3.8%	7,154	2.8%
RI	43,277	38,680	4,597	10.6%	7,014	16.2%	27,057	62.5%	379	0.9%	4,180	9.7%	50	0.1%
VT	17,303	13,521	3,782	21.9%	1,885	10.9%	10,503	60.7%	221	1.3%	881	5.1%	32	0.2%
	2,545,515	1,776,720	768,794	30.2%	400,435	15.7%	1,028,814	40.4%	47,163	1.9%	156,705	6.2%	143,603	5.6%

Access query: D1\_LinFtPaper\_bySt\_OrgType

Excel file: B1\_OrgType / LinFtType\_State

Quantity of government paper records held by State Archives is from Joint NAGARA/COSHRc Survey, 1994, as reported in COSHRc's report, *Maintaining State Records In an Era of Change: A National Challenge* (April 1996), Table 11a.



Table D.2. Total linear feet of each record type reported by all respondents  
**418 respondents (12%) did not complete this section of the survey form**

**By repository type**

Repos Type	Paper records	Photos	Microfilm	Oversize	Motion picture film	Video-tapes	Audio-tapes	Computer media	Total lin ft
1-HIST SOC/ ARCH REPOS	400,435	143,633	25,078	23,853	3,311	2,935	3,174	117	602,534
2-ACADEMIC	1,028,814	138,429	18,096	30,711	13,300	5,769	10,399	808	1,246,325
3-PUB LIBS	47,163	18,011	22,168	1,025	182	910	764	103	90,326
4-MUSEUMS	156,705	116,103	1,509	18,575	8,359	2,069	1,432	69	304,821
5-CREATORS	143,603	22,937	8,209	4,206	9,003	3,651	4,189	105	195,903
TOTAL	1,776,720	439,113	75,061	78,370	34,155	15,333	19,958	1,201	2,439,909

Built by running queries "D1\_LinFtPaper\_byReposType" and "D2\_LinFt[MediaType]\_byReposType" for each type of repository, then pasting results into this table one row at a time. Excel file: B1\_Orgtype.xls / LinFtByType

**Tables E. Access to collections.**

**Table E.1.a. Access tools, by repository type**

REPOS TYPE	Card Catalog		Typed Reg/Inv		Prtd Guide		Comp Cat In House		Comp Cat Remote		WWW		RLIN		OCLC	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Hist Soc/ Arch	654	51%	635	50%	142	11%	211	17%	27	2%	53	4%	21	2%	30	2%
Academic	201	40%	324	64%	104	21%	233	46%	141	28%	114	23%	52	10%	132	26%
Public Library	353	47%	262	35%	66	9%	274	37%	141	19%	44	6%	16	2%	65	9%
Museum	295	43%	353	52%	67	10%	169	25%	11	2%	21	3%	15	2%	16	2%
Records Creator	85	28%	146	48%	47	15%	82	27%	5	2%	12	4%	18	6%	8	3%
TOTALS	1,588	45%	1,720	49%	426	12%	969	28%	325	9%	244	7%	122	3%	251	7%

Access queries: E1\_[...]\_byOrgType Excel file:E\_F\_AccessUsers / E1\_AccessTools

**Table E.1.b. Access tools, by repository size**

REPOS SIZE	Card Catalog		Typed Reg/Inv		Prtd Guide		Comp Cat In House		Comp Cat Remote		WWW		RLIN		OCLC	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
MAJOR	76	62%	107	87%	47	38%	75	61%	52	42%	59	48%	28	23%	45	37%
LARGE	207	54%	283	74%	97	25%	186	48%	73	19%	68	18%	39	10%	83	22%
MEDIUM	485	52%	542	58%	115	12%	314	33%	82	9%	60	6%	33	4%	54	6%
SMALL	671	41%	664	40%	135	8%	309	19%	85	5%	49	3%	16	1%	42	3%
SIZE NOT DESIGNATED	149	35%	124	29%	32	8%	85	20%	33	8%	8	2%	6	1%	27	6%
TOTALS	1,588	45%	1,720	49%	426	12%	969	28%	325	9%	244	7%	122	3%	251	7%

Access queries: E1\_[...]\_bySize Excel file:E\_F\_AccessUsers / E1\_ReposSize

**Table E.2. Significant impediments to the use of collections.**

Type of Use	Type of Repository					Total Repos Reporting This Problem	% Reporting This Problem
	Hist Soc/ Arch Repos	Academic	Public Library	Museum	Records Creator		
Can't physically locate them	189	49	73	99	27	437	12.5%
Lack of indexes/finding aids	588	252	361	373	123	1,697	48.4%
Equipment not available (microfilm readers/tape players)	250	49	63	124	48	534	15.2%
Records deteriorated beyond use	76	23	69	34	22	224	6.4%
Processing backlog	535	288	191	291	139	1,444	41.2%
Other	181	83	95	122	51	532	15.2%

Access queries: E2\_[...]\_byOrgType

Excel file:E\_F\_AccessUsers / E2\_Type

**Table E.3.a. Portion of collections described in one or more of access tools listed in E1, by repository size**

REPOS SIZE	% of records described									
	0 or no response	% of repos type	Less than 25%	% of repos type	25-50%	% of repos type	50-75%	% of repos type	75-100%	% of repos type
MAJOR	10	9.8%	8	7.8%	14	13.7%	32	31.4%	38	37.3%
LARGE	38	12.6%	47	15.6%	39	13.0%	65	21.6%	112	37.2%
MEDIUM	113	16.6%	177	26.0%	105	15.4%	117	17.2%	170	24.9%
SMALL	283	25.1%	292	25.9%	186	16.5%	150	13.3%	218	19.3%
SIZE NOT DESIGNATED	163	51.3%	53	16.7%	27	8.5%	31	9.7%	44	13.8%
TOTALS	607	24.0%	577	22.8%	371	14.7%	395	15.6%	582	23.0%

Access query: E3\_by\_OrgSize

Excel file:E\_F\_AccessUsers / E3\_ReposSize

**Table E.3.b. Portion of collections described in one or more of access tools listed in E1, by repository type**

ORG TYPE	% of records described									
	0 or no response	% of repos type	Less than 25%	% of repos type	25-50%	% of repos type	50-75%	% of repos type	75-100%	% of repos type
1-HIST SOC	212	24.0%	229	25.9%	127	14.4%	125	14.1%	191	21.6%
2-ACADEMIC	49	12.2%	84	20.9%	68	17.0%	89	22.2%	111	27.7%
3-PUB LIB	118	22.1%	108	20.3%	89	16.7%	87	16.3%	131	24.6%
4-MUSEUMS	169	33.7%	111	22.2%	61	12.2%	67	13.4%	93	18.6%
5-CREATORs	55	25.8%	45	21.1%	26	12.2%	30	14.1%	57	26.8%
TOTALS	603	23.8%	577	22.8%	371	14.7%	398	15.7%	583	23.0%

Access query: E3\_by\_OrgType

Excel file:E\_F\_AccessUsers / E3\_ReposType

**Table F. Users**

### F.1.a. Number of research requests received, by repository type

REPOS TYPE	Mail inquiries	Email requests	In person visits	Telephone inquiries
Hist Soc/ Arch	157,417	10,807	378,885	206,264
Academic	39,837	23,738	157,975	108,978
Public Library	33,933	1,444	481,332	190,615
Museum	45,332	8,025	104,528	84,225
Records Creator	32,318	4,350	16,277	50,448
TOTALS	308,835	48,364	1,138,997	640,529

Access query: F1thru4\_Sums\_[repos type]

Excel file: E\_F\_AccessUsers / F1\_ReposType

### F.1.b. Number of research requests received, by repository size

REPOS SIZE	Mail inquiries	Email requests	In-person visits	Telephone inquiries
MAJOR	90,059	26,433	330,307	194,965
LARGE	85,238	11,648	303,343	194,867
MEDIUM	69,045	4,592	275,488	142,385
SMALL	48,661	3,869	181,386	92,677
NO SIZE DESIGNATED	15,833	1,822	48,473	15,635
TOTALS	308,835	48,364	1,138,997	640,529

Access query: F1thru4\_Sums\_[repos size]

Excel file: E\_F\_AccessUsers / F1\_ReposSize

### Table F.2.a. Number of repositories reporting each type of use

Type of Use	Type of Repository					Total Repos Reporting This Use	% Reporting This Use
	Hist Soc/ Arch Repos	Academic	Public Library	Museum	Records Creator		
Genealogy	1,055	283	644	372	142	2,496	71.7%
Local history	1,134	327	684	534	167	2,846	81.8%
Scholarly research	685	373	294	447	170	1,969	56.6%
Undergraduate class work	494	363	274	279	102	1,512	43.4%
High school/elem school projects	753	127	517	335	82	1,814	52.1%
Property/legal research	407	113	236	141	74	971	27.9%
Publicity campaigns/public relations	350	314	176	203	148	1,191	34.2%
Administrative use by parent org	196	314	94	199	137	940	27.0%
Other	113	70	41	115	68	407	11.7%

Access Query: F2\_[1-9]\_Count\_byReposType

Excel file: E\_F\_AccessUsers / F2\_OrgType

\*Most frequently reported "Other" uses:

Access Query: F2\_OtherUsesList

Exhibits (41); general interest/browsers/curiosity/hobbyists (41);

newspapers/television/other publications/documentaries (36); commercial purposes (14); graduate research (13)

## Table G. Facilities and Equipment

**Table G.1. Where historical records are stored, by repository size**

	Major		Large		Medium		Small		Size unknown		TOTALS
Where are historical records stored?	#	% of repos type	#	% of repos type	#	% of repos type	#	% of repos type	#	% of repos type	
Office area(s)	37	30.1%	182	47.3%	481	51.3%	800	48.8%	165	39.1%	1,667
Stack area(s)	107	87.0%	290	75.3%	430	45.8%	548	33.4%	131	31.0%	1,508
Storage room(s)	57	46.3%	230	59.7%	563	60.0%	711	43.4%	164	38.9%	1,727
Attic/closet/basement	10	8.1%	70	18.2%	213	22.7%	360	22.0%	80	19.0%	734
Warehouse	31	25.2%	54	14.0%	42	4.5%	30	1.8%	24	5.7%	181
Other	19	15.4%	67	17.4%	197	21.0%	423	25.8%	114	27.0%	821

Access query: G1\_[...]\_byReposSize

Excel file: G\_FacilEquip.xls / G1\_WhereStored

**Table G.2.a. Year-round temperature controls by region**

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% of all HRRS resp
All	211	28.0%	288	36.8%	392	45.6%	244	44.3%	173	52.7%	67	28.8%	1,375	39.2%
75%	52	6.9%	69	8.8%	73	8.5%	53	9.6%	19	5.8%	22	9.4%	288	8.2%
50%	50	6.6%	48	6.1%	51	5.9%	29	5.3%	16	4.9%	14	6.0%	208	5.9%
25%	35	4.6%	33	4.2%	25	2.9%	31	5.6%	12	3.7%	7	3.0%	143	4.1%
None	329	43.7%	261	33.3%	259	30.1%	154	27.9%	55	16.8%	92	39.5%	1,150	32.8%
No response	76	10.1%	84	10.7%	60	7.0%	40	7.3%	53	16.2%	31	13.3%	344	9.8%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2\_YRT\_ByRegion

Excel file: G\_FacilEquip.xls / G2\_YRT\_ByRegion

**Table G.2.b. Year-round humidity controls by region**

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	122	16.2%	144	18.4%	187	21.7%	154	27.9%	100	30.5%	36	15.5%	743	21.2%
75%	37	4.9%	52	6.6%	53	6.2%	37	6.7%	14	4.3%	10	4.3%	203	5.8%
50%	43	5.7%	38	4.9%	49	5.7%	31	5.6%	15	4.6%	9	3.9%	185	5.3%
25%	32	4.2%	47	6.0%	35	4.1%	31	5.6%	14	4.3%	10	4.3%	169	4.8%
None	419	55.6%	378	48.3%	410	47.7%	233	42.3%	104	31.7%	130	55.8%	1,674	47.7%
No response	100	13.3%	124	15.8%	126	14.7%	65	11.8%	81	24.7%	38	16.3%	534	15.2%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2\_YRH\_ByRegion

Excel file: G\_FacilEquip.xls / G2\_YRH\_ByRegion

**Table G.2.c. Fire detection (smoke/heat alarms) by region**

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	412	54.7%	435	55.6%	463	53.8%	272	49.4%	168	51.2%	94	40.3%	1,844	52.6%
75%	41	5.4%	47	6.0%	54	6.3%	28	5.1%	15	4.6%	17	7.3%	202	5.8%
50%	32	4.2%	36	4.6%	37	4.3%	26	4.7%	9	2.7%	10	4.3%	150	4.3%
25%	17	2.3%	30	3.8%	26	3.0%	13	2.4%	2	0.6%	6	2.6%	94	2.7%
None	183	24.3%	154	19.7%	198	23.0%	145	26.3%	70	21.3%	64	27.5%	814	23.2%
No response	68	9.0%	81	10.3%	82	9.5%	67	12.2%	64	19.5%	42	18.0%	404	11.5%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2\_FD\_ByRegion

Excel file: G\_FacilEquip.xls / G2\_FD\_ByRegion

**Table G.2.d. Fire suppression (sprinklers, Halon), by region**

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	154	20.5%	142	18.1%	185	21.5%	100	18.1%	78	23.8%	48	20.6%	707	20.2%
75%	24	3.2%	26	3.3%	21	2.4%	20	3.6%	13	4.0%	11	4.7%	115	3.3%
50%	17	2.3%	24	3.1%	23	2.7%	12	2.2%	15	4.6%	3	1.3%	94	2.7%
25%	16	2.1%	24	3.1%	25	2.9%	8	1.5%	5	1.5%	10	4.3%	88	2.5%
None	398	52.9%	388	49.6%	437	50.8%	299	54.3%	129	39.3%	115	49.4%	1,766	50.3%
No response	144	19.1%	179	22.9%	169	19.7%	112	20.3%	88	26.8%	46	19.7%	738	21.0%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2\_FS\_ByRegion

Excel file: G\_FacilEquip.xls / G2\_FS\_ByRegion

**Table G.2.e. Security Systems (motion detectors, locks, surveillance cameras, alarms), by region**

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	368	48.9%	377	48.1%	381	44.3%	223	40.5%	152	46.3%	105	45.1%	1,606	45.8%
75%	38	5.0%	50	6.4%	52	6.0%	36	6.5%	13	4.0%	22	9.4%	211	6.0%
50%	35	4.6%	39	5.0%	29	3.4%	17	3.1%	8	2.4%	7	3.0%	135	3.8%
25%	24	3.2%	34	4.3%	29	3.4%	21	3.8%	9	2.7%	6	2.6%	123	3.5%
None	207	27.5%	192	24.5%	263	30.6%	182	33.0%	74	22.6%	59	25.3%	977	27.9%
	81	10.8%	91	11.6%	106	12.3%	72	13.1%	72	22.0%	34	14.6%	456	13.0%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2\_SECURITY\_ByRegion

Excel file: G\_FacilEquip.xls / G2\_SECURITY\_ByRegion

**Table G.3. What equipment does your organization have available for use in managing or making your historical records available? (by repository type)**

Type of Equipment	1-HIST SOC/ARCH REPOS		2-ACADEMIC		3-PUBLIC LIBRARY		4-MUSEUM		5-CREATOR	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
Photocopier(s)	616	69.7%	385	96.0%	500	93.8%	364	72.7%	176	82.6%
Microfilm reader or reader-printer	350	39.6%	300	74.8%	411	77.1%	113	22.6%	61	28.6%
Microfilm camera	34	3.8%	39	9.7%	18	3.4%	5	1.0%	7	3.3%
Copying equipment for photos	136	15.4%	122	30.4%	49	9.2%	96	19.2%	35	16.4%
Tape/video players	324	36.7%	272	67.8%	173	32.5%	205	40.9%	103	48.4%
Specialized conservation equip	33	3.7%	37	9.2%	14	2.6%	39	7.8%	7	3.3%
Computers	336	38.0%	245	61.1%	240	45.0%	220	43.9%	101	47.4%

Access query: Series of queries: G\_3\_{...}.

Excel file: G2\_EnvControls / G3\_Equip

## H. Preservation and Conservation

**Table H.1.a. Number of repositories that report having a written disaster recovery plan, all repositories.**

Repository Type	No. having written disaster recovery plan	% of total respondents
1-HIST SOC/ARCH REPOS	117	9.21%
2-ACADEMIC	171	33.79%
3-PUBLIC LIBRARY	148	19.89%
4-MUSEUM	173	25.33%
5-CREATOR	49	16.12%
TOTAL, ALL RESPONDENTS	658	18.76%

Access query: H1\_By\_B1\_DisasPolicyCt      Excel file: H\_Pres\_Conserv / H1\_Summary

**Table H.1.b. Number of repositories that report having a written disaster recovery plan, by repository size.**

Repository Type	No. having written disaster recovery plan	% of total respondents
MAJOR	76	61.79%
LARGE	151	39.22%
MEDIUM	201	21.43%
SMALL	187	11.40%
SIZE NOT DESIGNATED	43	10.19%
TOTALS	658	18.76%

Access query: H1\_ByReposSize      Excel file: H\_Pres\_Conserv / H1\_ReposSize

**Table H.1.c. Number of repositories that report having a written disaster recovery plan, by state**

ORG_TYPE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
1-HIST SOC	2	3	8	1	4	5	2	1	14	3	6	7	1	2	1		29	5	16	4	3
2-ACADEMIC	1	7	9	2	7	13	4	8	16	2	10	9	4		2	4	36	13	17	5	2
3-PUB LIB	1	5	7		5	48	3	4	9	4	6		1	1	1		21	15	3	14	
4-MUSEUM	4	1	21	4	4	13	13	3	23	5	10	1	5	5	5	2	26	7	11	2	8
5-CREATOR						4		1	4	1	3	3	4				17	7	5		
NO. WITH DISAS PLAN	8	16	45	7	20	83	22	17	66	15	35	20	15	8	9	6	129	47	52	25	13
% TOTAL RESP IN STATE	40%	42%	23%	37%	17%	35%	24%	18%	15%	9%	16%	20%	10%	6%	10%	11%	27%	12%	17%	42%	15%

Access query: H1\_By\_State\_OrgType      Excel file: H\_Pres\_Conserv.s / H1\_State

**Table H.2.a. Losses of historical records during last 3 years, all repositories**

Cause of Loss	TOTAL	% respondents reporting this kind of loss
Water	174	4.96%
Fire	17	0.48%
Theft	409	11.66%
Misfiles	513	14.62%
Other	134	3.82%

Access query: Series of queries: H2\_[...]\_byState

Excel file: H\_Pres\_Conservx.s / H2\_Summary

**Table H.2.b. Losses of historical records during last 3 years , by state**

Cause of Loss	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT	TOTAL
Water		2	6		4	13	4	4	35	7	12	7	8	12	1	3	14	19	18	2	3	174
Fire		1	1		1	1			4		1		1	2	1	1	2	1				17
Theft	1	5	32	4	16	28	11	15	46	10	32	4	21	22	13	5	29	69	30	6	10	409
Misfiles	3	3	25	3	19	38	14	14	49	13	38	19	18	21	16	10	71	61	54	10	14	513
Other		3	8	1	6	5	4	2	10	4	24	1	3	15	2	4	16	15	5	2	4	134

Access query: Series of queries: H2\_[...]\_byState

Excel file: H\_Pres\_Conservx.s / H2\_State

**Table H.3.a. Preservation measures undertaken during the past year, all repositories**

Preservation measures taken	TOTAL	% respondents reporting these measures
Microfilm/ imaging	639	18.22%
Rebinding/ book repair	941	26.82%
Document repair	1023	29.16%
Disaster recovery	77	2.19%
Upgraded env controls	477	13.60%
Other	341	9.72%

Access query: Series of queries: H3\_[...]\_byState

Excel file: H\_Pres\_Conservx.s / H3\_Summary

**Table H.3.b. Preservation measures undertaken during the past year, by state**

Preservation measures taken	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT	TOTAL
Microfilm/ imaging	4	10	18	4	31	51	16	16	68	16	52	20	21	10	16	7	112	80	74	7	6	639
Rebinding/ book repair	5	17	50	5	35	62	32	29	114	33	43	19	40	21	22	14	120	145	99	20	16	941
Document repair	4	12	34	8	36	76	27	30	137	44	55	29	44	24	20	11	155	116	103	28	30	1023
Disaster recovery	2	2	8		2	3	2	2	11	2	3	3	2	1	2	4	14	6	4	4		77
Upgraded env controls	5	10	21	3	17	28	13	12	66	21	27	21	15	15	12	5	72	46	49	10	9	477
Other	5	2	10	1	9	18	11	5	44	6	21	10	17	17	10	5	66	32	27	9	16	341

Access query: Series of queries: H3\_[...]\_byState

Excel file: H\_Pres\_Conservx.s / H3\_State



## Tables I1. Staff and Volunteers: Number of Full Time Equivalents (FTEs)

A total of 2,936 respondents provided usable information about staff and volunteers.

### I.1.a. Total number of FTEs reported, by repository type

Org Type	Number of FTEs Paid Professionals	Number of FTEs Paid NonProfs	Number of FTEs Unpaid Volunteers
1-HIST SOC	575	312	2,655
2-ACADEMIC	517	418	67
3-PUB LIB	516	390	282
4-MUSEUM	588	121	920
5-CREATOR	257	65	149
TOTAL, ALL REPOS	2,453	1,305	4,073

Access query: I1\_123Sum\_ReposType

Excel file: I1\_FTEs\_Sums.xls / I1\_123Sum\_Type

### I.1.b. All-volunteer, by type.

No of repositories that are all volunteer	% of total reporting
577	54.5%
15	3.2%
51	8.7%
124	21.7%
57	22.9%
824	28.1%

Access: I1\_AllVol\_ReposType

### I.1.c. Paid professional staff, by repository type

Org Type	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
1-HIST SOC	107	10.1%	125	11.8%	75	7.1%	12	1.1%	4	0.4%	3	0.3%	326	30.8%
2-ACADEMIC	183	39.2%	134	28.7%	69	14.8%	13	2.8%	4	0.9%	0	0.0%	403	86.3%
3-PUB LIB	194	32.9%	130	22.1%	79	13.4%	9	1.5%	1	0.2%	1	0.2%	414	70.3%
4-MUSEUM	126	22.0%	159	27.8%	80	14.0%	7	1.2%	4	0.7%	1	0.2%	377	65.9%
5-CREATOR	53	21.3%	76	30.5%	37	14.9%	3	1.2%	0	0.0%	1	0.4%	170	68.3%

Access: I1\_FTEs\_PdProfs\_Crosstabs

Excel file: I1\_FTEs\_Sums.xls / PdProfs\_OrgType

### I.1.d. Paid nonprofessional staff, by repository type

Org Type	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any pd nonprofs	% of repos type resp to question
1-HIST SOC	110	8.7%	95	7.5%	18	1.4%	5	0.4%	4	0.3%	1	0.1%	233	22.0%
2-ACADEMIC	153	30.2%	96	19.0%	37	7.3%	13	2.6%	2	0.4%	0	0.0%	301	64.5%
3-PUB LIB	148	19.9%	94	12.6%	37	5.0%	15	2.0%	1	0.1%	0	0.0%	295	50.1%
4-MUSEUM	74	10.8%	62	9.1%	3	0.4%	0	0.0%	1	0.1%	0	0.0%	140	24.5%
5-CREATOR	22	7.2%	37	12.2%	3	1.0%	0	0.0%	0	0.0%	0	0.0%	62	24.9%

Access: I1\_FTEs\_PdNonprofs\_Crosstabs

Excel file: I1\_FTEs\_Sums.xls / PdNonprofs\_OrgType

### I.1.e. Unpaid volunteers, by repository type

Org Type	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any unpaid vols	% of repos type resp to question
1-HIST SOC	563	44.3%	187	14.7%	88	6.9%	45	3.5%	16	1.3%	28	2.2%	927	87.5%
2-ACADEMIC	96	19.0%	21	4.2%	5	1.0%	0	0.0%	0	0.0%	0	0.0%	122	26.1%
3-PUB LIB	180	24.2%	40	5.4%	22	3.0%	4	0.5%	0	0.0%	3	0.4%	249	42.3%
4-MUSEUM	241	35.3%	73	10.7%	28	4.1%	20	2.9%	5	0.7%	12	1.8%	379	66.3%
5-CREATOR	85	28.0%	31	10.2%	15	4.9%	2	0.7%	1	0.3%	0	0.0%	134	53.8%

Access: I1\_FTEs\_UnpaidVols\_Crosstabs

Excel file: I1\_FTEs\_Sums.xls / UnpdVolss\_OrgType

## Tables I1. Staff and Volunteers: Number of Full Time Equivalents (FTEs), cont.

### I.1.f. Total number of FTEs reported, by size of repository

Repository Size	Number of FTEs Paid Professionals	Number of FTEs Paid NonProfs	Number of FTEs Unpaid Volunteers
MAJOR	494	284	87
LARGE	514	242	387
MEDIUM	733	271	1,191
SMALL	550	335	1,637
SIZE NOT DESIG	161	173	771
TOTALS	2,453	1,305	4,073

Access query: I1\_123Sum\_Size Excel file: I1\_FTEs\_Sums.xls / I1\_123Sum\_Size

### I.1.g. All-volunteer, by size

No of repositories that are all volunteer	% of total reporting
2	1.7%
19	5.2%
158	18.3%
551	41.6%
94	36.3%
824	28.1%

Access: I1\_AllVol\_Size

### I.1.h. Paid professional staff, by repository size

Repository Size	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
MAJOR	5	4.1%	24	19.5%	55	44.7%	22	17.9%	9	7.3%	2	1.6%	117	96.7%
LARGE	89	23.1%	149	38.7%	84	21.8%	7	1.8%	1	0.3%	1	0.3%	331	90.2%
MEDIUM	271	28.9%	212	22.6%	99	10.6%	6	0.6%	3	0.3%	1	0.1%	592	68.6%
SMALL	265	16.2%	196	12.0%	76	4.6%	7	0.4%	0	0.0%	1	0.1%	545	41.1%
SIZE NOT DESIGNATED	33	7.8%	43	10.2%	26	6.2%	2	0.5%	0	0.0%	1	0.2%	105	40.5%

Access: I1\_FTEs\_PdProfs\_RepSize Excel file: I1\_FTEs\_Sums.xls / PdProfs\_Size

### I.1.i. Paid nonprofessional staff, by repository size

Repository Size	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
MAJOR	17	13.8%	37	30.1%	27	22.0%	11	8.9%	4	3.3%	0	0.0%	96	79.3%
LARGE	105	27.3%	79	20.5%	19	4.9%	3	0.8%	1	0.3%	0	0.0%	207	56.4%
MEDIUM	166	17.7%	98	10.4%	13	1.4%	5	0.5%	2	0.2%	0	0.0%	284	32.9%
SMALL	184	11.2%	125	7.6%	27	1.6%	9	0.5%	0	0.0%	0	0.0%	345	26.0%
SIZE NOT DESIGNATED	35	8.3%	45	10.7%	12	2.8%	5	1.2%	1	0.2%	1	0.2%	99	38.2%

Access: I1\_FTEs\_PdNonprofs\_RepSize Excel file: I1\_FTEs\_Sums.xls / PdNonprofs\_Size

### I.1.j. Unpaid volunteers, by repository size

Repository Size	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
MAJOR	36	29.3%	15	12.2%	7	5.7%	5	4.1%	0	0.0%	0	0.0%	63	52.1%
LARGE	125	32.5%	49	12.7%	23	6.0%	3	0.8%	0	0.0%	5	1.3%	205	55.9%
MEDIUM	316	33.7%	110	11.7%	42	4.5%	19	2.0%	9	1.0%	12	1.3%	508	58.9%
SMALL	611	37.3%	139	8.5%	66	4.0%	33	2.0%	5	0.3%	20	1.2%	874	65.9%
SIZE NOT DESIGNATED	77	18.2%	39	9.2%	20	4.7%	11	2.6%	8	1.9%	6	1.4%	161	62.2%

Access: I1\_FTEs\_UnpaidVols\_RepSize Excel file: I1\_FTEs\_Sums.xls / UnpdVols\_Size

## Tables I.2. Training or education obtained by paid staff

### I.2.a. By repository size

	MAJOR		LARGE		MEDIUM		SMALL		SIZE NOT DESIGNATED		ALL RESPONDENTS	
	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type
Grad degree/archival admin	41	40.2%	57	18.9%	41	6.0%	18	1.6%	10	3.1%	167	6.6%
Grad degree/library-info sci	72	70.6%	142	47.2%	180	26.4%	164	14.5%	51	16.0%	609	24.1%
Grad degree/history-related	81	79.4%	150	49.8%	172	25.2%	81	7.2%	32	10.1%	516	20.4%
Institute in archival admin	40	39.2%	68	22.6%	79	11.6%	30	2.7%	11	3.5%	228	9.0%
Workshop in archival admin	74	72.5%	165	54.8%	272	39.9%	215	19.0%	57	17.9%	783	30.9%
Other	26	25.5%	66	21.9%	103	15.1%	87	7.7%	19	6.0%	301	11.9%
No specialized training	4	3.9%	23	7.6%	119	17.4%	403	35.7%	85	26.7%	634	25.0%
No paid staff	1	1.0%	14	4.7%	107	15.7%	384	34.0%	75	23.6%	581	22.9%

Access query: Series of queries, I2\_[...]\_Size

Excel file: I3\_TrainingNeeds / I2\_Size

### I.2.b. By repository type

	1-HIST SOC		2-ACADEMIC		3-PUB LIB		4-MUSEUM		5-CREATOR	
	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type
Grad degree/archival admin	42	4.8%	52	13.0%	21	3.9%	30	6.0%	22	10.3%
Grad degree/library-info sci	74	8.4%	230	57.4%	219	41.1%	42	8.4%	44	20.7%
Grad degree/history-related	135	15.3%	160	39.9%	43	8.1%	127	25.3%	51	23.9%
Institute in archival admin	55	6.2%	79	19.7%	23	4.3%	36	7.2%	35	16.4%
Workshop in archival admin	204	23.1%	181	45.1%	154	28.9%	178	35.5%	66	31.0%
Other	77	8.7%	63	15.7%	46	8.6%	82	16.4%	33	15.5%
No specialized training	208	23.5%	49	12.2%	204	38.3%	124	24.8%	49	23.0%
No paid staff	393	44.5%	13	3.2%	43	8.1%	82	16.4%	50	23.5%
No response	522	59.0%	132	32.9%	247	46.3%	245	48.9%	114	53.5%

Access query: Series of queries, I2\_[...]\_OrgType

Excel file: I3\_TrainingNeeds / I2\_ByOrgType

### I3. Greatest Training Needs

Table I.3.a. Greatest needs for training among staff and volunteers, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTAL	
	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible
<b>1. Archival Methods</b>														
Basic	264	35.1%	268	34.2%	320	37.2%	211	38.3%	142	43.3%	105	45.1%	1,310	37.3%
Intermediate	170	22.6%	169	21.6%	164	19.1%	117	21.2%	32	9.8%	27	11.6%	679	19.4%
Advanced	81	10.8%	98	12.5%	68	7.9%	51	9.3%	17	5.2%	19	8.2%	334	9.5%
<b>2. Uses of computers</b>														
Basic	261	34.7%	319	40.7%	297	34.5%	190	34.5%	93	28.4%	36	38.3%	1,196	35.5%
Intermediate	121	16.1%	159	20.3%	123	14.3%	98	17.8%	29	8.8%	23	24.5%	553	16.4%
Advanced	60	8.0%	75	9.6%	71	8.3%	61	11.1%	13	4.0%	11	11.7%	291	8.6%
<b>3. Appraisal, collection dev</b>														
Basic	201	26.7%	209	26.7%	276	32.1%	172	31.2%	102	31.1%	31	33.0%	991	29.4%
Intermediate	119	15.8%	132	16.9%	95	11.0%	70	12.7%	18	5.5%	14	14.9%	448	13.3%
Advanced	53	7.0%	75	9.6%	46	5.3%	37	6.7%	12	3.7%	13	13.8%	236	7.0%
<b>4. Electronic records</b>														
Basic	108	22.3%	88	29.4%	209	24.3%	105	22.9%	55	20.3%	4	19.0%	569	23.8%
Intermediate	59	12.2%	34	11.4%	81	9.4%	47	10.3%	16	5.9%	4	19.0%	241	10.1%
Advanced	27	5.6%	11	3.7%	45	5.2%	33	7.2%	9	3.3%	3	14.3%	128	5.3%
<b>5. Records management</b>														
Basic	118	24.4%	91	30.4%	263	30.6%	140	30.6%	78	28.8%	6	28.6%	696	29.1%
Intermediate	92	19.0%	56	18.7%	130	15.1%	71	15.5%	14	5.2%	3	14.3%	366	15.3%
Advanced	46	9.5%	20	6.7%	44	5.1%	29	6.3%	7	2.6%	3	14.3%	149	6.2%
<b>6. Pres/conserv methods</b>														
Basic	273	36.3%	282	36.0%	302	35.1%	213	38.7%	153	46.6%	106	45.5%	1,329	37.9%
Intermediate	173	23.0%	185	23.6%	171	19.9%	128	23.2%	33	10.1%	27	11.6%	717	20.4%
Advanced	73	9.7%	88	11.2%	70	8.1%	50	9.1%	16	4.9%	17	7.3%	314	9.0%
<b>7. Disaster Preparedness</b>														
Basic	237	31.5%	258	33.0%	282	32.8%	162	29.4%	92	28.0%	35	37.2%	1,066	31.6%
Intermediate	89	11.8%	99	12.6%	77	9.0%	71	12.9%	19	5.8%	18	19.1%	373	11.1%
Advanced	43	5.7%	41	5.2%	34	4.0%	27	4.9%	8	2.4%	14	14.9%	167	5.0%
<b>8. Public Relations/ Outreach</b>														
Basic	71	14.7%	60	20.1%	168	19.5%	88	19.2%	15	19.7%	4	19.0%	406	18.5%
Intermediate	62	12.8%	53	17.7%	110	12.8%	75	16.4%	16	21.1%	2	9.5%	318	14.5%
Advanced	37	7.6%	23	7.7%	47	5.5%	27	5.9%	9	11.8%	2	9.5%	145	6.6%

Access queries: I3\_[...]\_ByRegion

Excel file: I3\_TrainingNeeds / I3\_Region

Table I.3.b. Greatest needs for training among staff and volunteers, by repository type.

SUMMARY:	1-HIST SOC		2-ACADEMIC		3-PUB LIB		4-MUSEUM		5-CREATOR		TOTALS	
	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible
<b>1. Archival Methods:</b>												
Basic	533	41.9%	142	28.1%	306	41.1%	258	37.8%	71	23.4%	1,310	37.3%
Intermediate	267	21.0%	107	21.1%	96	12.9%	150	22.0%	59	19.4%	679	19.4%
Advanced	118	9.3%	65	12.8%	38	5.1%	86	12.6%	27	8.9%	334	9.5%
<b>2. Uses of Computers in Archives:</b>												
Basic	495	39.6%	135	27.2%	254	34.9%	220	36.7%	92	30.9%	1,196	35.5%
Intermediate	184	14.7%	114	23.0%	71	9.8%	131	21.9%	53	17.8%	553	16.4%
Advanced	85	6.8%	80	16.1%	26	3.6%	65	10.9%	35	11.7%	291	8.6%
<b>3. Appraisal, collection development:</b>												
Basic	441	35.3%	100	20.2%	221	30.4%	180	30.1%	49	16.4%	991	29.4%
Intermediate	145	11.6%	77	15.5%	88	12.1%	96	16.0%	42	14.1%	448	13.3%
Advanced	69	5.5%	56	11.3%	33	4.5%	54	9.0%	24	8.1%	236	7.0%
<b>4. Electronic Records:</b>												
Basic	206	23.9%	113	28.9%	116	22.5%	83	19.9%	51	24.6%	569	23.8%
Intermediate	59	6.8%	73	18.7%	32	6.2%	55	13.2%	22	10.6%	241	10.1%
Advanced	29	3.4%	45	11.5%	17	3.3%	24	5.8%	13	6.3%	128	5.3%
<b>5. Records Management:</b>												
Basic	298	34.6%	91	23.3%	142	27.5%	120	28.8%	45	21.7%	696	29.1%
Intermediate	117	13.6%	73	18.7%	45	8.7%	92	22.1%	39	18.8%	366	15.3%
Advanced	52	6.0%	36	9.2%	12	2.3%	35	8.4%	14	6.8%	149	6.2%
<b>6. Preservation/conservation methods:</b>												
Basic	546	43.0%	144	28.5%	329	45.3%	249	36.5%	61	20.1%	1,329	37.9%
Intermediate	256	20.1%	130	25.7%	115	15.8%	144	21.1%	72	23.7%	717	20.4%
Advanced	103	8.1%	59	11.7%	40	5.5%	90	13.2%	22	7.2%	314	9.0%
<b>7. Disaster preparedness:</b>												
Basic	425	34.0%	133	26.8%	244	32.8%	193	32.2%	71	23.8%	1,066	31.6%
Intermediate	104	8.3%	77	15.5%	63	8.5%	97	16.2%	32	10.7%	373	11.1%
Advanced	47	3.8%	36	7.3%	23	3.1%	45	7.5%	16	5.4%	167	5.0%
<b>8. Public Relations/Outreach:</b>												
Basic	176	22.3%	42	11.4%	100	21.1%	66	17.9%	22	11.1%	406	18.5%
Intermediate	134	17.0%	56	15.2%	39	8.2%	65	17.7%	24	12.1%	318	14.5%
Advanced	49	6.2%	33	9.0%	12	2.5%	37	10.1%	14	7.0%	145	6.6%

Access queries: I3\_[...].OrgType

Excel file: I3\_TrainingNeeds / I3\_OrgType

**Table I.3.c. Total possible response rates for each option in question I.3.**

For more detail about distribution and contents of Long and Short forms, see Table A.2.

By repository type

1-HIST SOC	2-ACADEMIC	3-PUB LIB	4-MUSEUM	5-CREATOR	TOTALS
------------	------------	-----------	----------	-----------	--------

Options 1 and 6 were include on both the Long and Short Forms of the survey and on GA and MT forms:

Total possible =	1,271	506	744	683	304	3,508
------------------	-------	-----	-----	-----	-----	-------

Options 2, 3, and 7 were included on both the Long and Short version of the survey and on the GA (but not MT) forms:

Total possible =	1,249	496	727	599	298	3,369
------------------	-------	-----	-----	-----	-----	-------

Options 4 and 5 were included only on the Long Form of the survey and on the GA forms:

Total possible =	862	391	516	417	207	2,393
------------------	-----	-----	-----	-----	-----	-------

Option 8 was on the Long Form of the survey but not on GA or MT forms:

Total possible =	788	368	475	368	199	2,198
------------------	-----	-----	-----	-----	-----	-------

By region

1-New England	2-Mid Atlantic	3-Great Lakes	4-Plains	5-South	6-West
---------------	----------------	---------------	----------	---------	--------

Options 1 and 6 were include on both the Long and Short Forms of the survey and on GA and MT forms:

Total possible =	753	783	860	551	328	233
------------------	-----	-----	-----	-----	-----	-----

Options 2, 3, and 7 were included on both the Long and Short version of the survey and on the GA (but not MT) forms:

Total possible =	753	783	860	551	328	94
------------------	-----	-----	-----	-----	-----	----

Options 4 and 5 were included only on the Long Form of the survey and on the GA forms:

Total possible =	484	299	860	458	271	21
------------------	-----	-----	-----	-----	-----	----

Option 8 was on the Long Form of the survey but not on GA or MT forms:

Total possible =	484	299	860	458	76	21
------------------	-----	-----	-----	-----	----	----

**I.4. Best method for providing additional training.** This question appeared only on the Long Form of the survey; see Tables A.2.a and A.2.b for details about response rates.

**I.4.a. Best method for providing additional training, by region**

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Preferred training methods	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% of total resp
Grad courses, archival admin	28	5.8%	15	5.0%	47	5.5%	18	3.9%	19	7.0%	11	6.9%	138	5.5%
Archival institutes (1-2 weeks)	94	19.4%	50	16.7%	125	14.5%	70	15.3%	52	19.2%	26	16.3%	417	16.5%
Archival workshops (1-2 days)	322	66.5%	202	67.6%	561	65.2%	303	66.2%	162	59.8%	91	56.9%	1,641	64.8%
Internships	48	9.9%	31	10.4%	70	8.1%	32	7.0%	22	8.1%	2	1.3%	205	8.1%
On the job training	184	38.0%	116	38.8%	342	39.8%	171	37.3%	95	35.1%	7	4.4%	915	36.1%
Archival consultants	162	33.5%	85	28.4%	210	24.4%	133	29.0%	68	25.1%	47	29.4%	705	27.8%
Publications, printed manuals	217	44.8%	126	42.1%	387	45.0%	229	50.0%	104	38.4%	70	43.8%	1,133	44.7%
Other	11	2.3%	6	2.0%	28	3.3%	16	3.5%	5	1.8%	9	5.6%	75	3.0%
No add'l training needed or desired	25	5.2%	14	4.7%	25	2.9%	20	4.4%	6	2.2%	2	1.3%	92	3.6%

Access queries: Series of queries, I4\_[...]\_byRegion Excel file: I3\_TrainingNeeds.xls / I4\_Region

\*Most frequently mentioned Other training methods:

On-site visits / consultations (11), Videotapes (8), Internet / computer training (4)

**I.4.b. Best method for providing additional training, by repository type**

	1-HIST SOC		2-ACADEMIC		3-PUB LIB		4-MUSEUMS		5-CREATOR		TOTALS	
Preferred training methods	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type	#	% of total resp
Grad courses, archival admin	35	4.0%	49	12.2%	13	2.4%	29	5.8%	12	5.6%	138	3.9%
Archival institutes (1-2 weeks)	105	11.9%	133	33.2%	50	9.4%	92	18.4%	37	17.4%	417	11.9%
Archival workshops (1-2 days)	558	63.1%	286	71.3%	340	63.8%	330	65.9%	127	59.6%	1,641	46.8%
Internships	81	9.2%	39	9.7%	18	3.4%	43	8.6%	24	11.3%	205	5.8%
On the job training	322	36.4%	145	36.2%	210	39.4%	182	36.3%	56	26.3%	915	26.1%
Archival consultants	264	29.9%	116	28.9%	112	21.0%	161	32.1%	52	24.4%	705	20.1%
Publications, printed manuals	411	46.5%	182	45.4%	236	44.3%	231	46.1%	73	34.3%	1,133	32.3%
Other	28	3.2%	13	3.2%	12	2.3%	15	3.0%	7	3.3%	75	2.1%
No add'l training needed or desired	35	4.0%	7	1.7%	26	4.9%	11	2.2%	13	6.1%	92	2.6%

Access queries: Series of queries, I4\_[...]\_byOrgType Excel file: I3\_TrainingNeeds.xls / I4\_OrgType

## Tables J. Financial support

**Table J.1.a. Annual spending for historical records program, by repository type**

	1-HIST SOC/ARCH REPOS		2-ACADEMIC		3-PUBLIC LIBRARY		4-MUSEUM		5-CREATOR		TOTALS	
SPENDING RANGE	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of total
Less than \$1,000	590	46.4%	121	23.9%	396	53.2%	207	30.3%	100	32.9%	1,414	40.3%
\$1,000 - \$10,000	323	25.4%	92	18.2%	146	19.6%	206	30.2%	61	20.1%	828	23.6%
\$10,000 - \$50,000	137	10.8%	100	19.8%	61	8.2%	109	16.0%	49	16.1%	456	13.0%
\$50,000 - \$100,000	27	2.1%	49	9.7%	11	1.5%	24	3.5%	15	4.9%	126	3.6%
\$100,000 - \$250,000	8	0.6%	14	2.8%	2	0.3%	5	0.7%	6	2.0%	35	1.0%
\$250,000 - \$500,000	34	2.7%	56	11.1%	19	2.6%	38	5.6%	28	9.2%	175	5.0%
\$500,000 - \$1,000,000	8	0.6%	5	1.0%	2	0.3%	0	0.0%	3	1.0%	18	0.5%
More than \$1,000,000	6	0.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	6	0.2%
Don't know	70	5.5%	45	8.9%	58	7.8%	38	5.6%	22	7.2%	233	6.6%
No response	68	5.4%	24	4.7%	49	6.6%	56	8.2%	20	6.6%	217	6.2%

Access query: J1\_COUNT\_OrgType

Excel file: J\_FinancialSupport / J1\_OrgType

**Table J.1.b. Annual spending for historical records program, by repository size**

Spending Range	1-MAJOR		2-LARGE		3-MEDIUM		4-SMALL		NO SIZE DESIGNATED	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
Less than \$1,000	3	2.4%	27	7.0%	267	28.5%	951	58.0%	166	39.3%
\$1,000 - \$10,000	3	2.4%	58	15.1%	308	32.8%	375	22.9%	84	19.9%
\$10,000 - \$50,000	5	4.1%	106	27.5%	228	24.3%	97	5.9%	20	4.7%
\$50,000 - \$100,000	44	35.8%	55	14.3%	18	1.9%	3	0.2%	6	1.4%
\$100,000 - \$250,000	20	16.3%	9	2.3%	4	0.4%	0	0.0%	2	0.5%
\$250,000 - \$500,000	17	13.8%	87	22.6%	49	5.2%	16	1.0%	6	1.4%
\$500,000 - \$1,000,000	13	10.6%	2	0.5%	2	0.2%	0	0.0%	1	0.2%
More than \$1,000,000	5	4.1%	0	0.0%	1	0.1%	0	0.0%	0	0.0%
Don't know	10	8.1%	31	8.1%	31	3.3%	117	7.1%	44	10.4%
NO RESPONSE	3	2.4%	10	2.6%	30	3.2%	81	4.9%	93	22.0%

Access query: J1\_COUNT\_Size

Excel file: J\_FinancialSupport / J1\_Sizee



## Tables J.2-3. Funding trends.

### J.2. Trend in funding available for historical records program during last three years.

(Georgia and Montana did not include these questions in their surveys.

Percentages have been calculated accordingly.)

Repository Type	No response		Decreased		Remained stable		Increased	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
1-HIST SOC/ARCH REPOS	111	9.4%	127	10.8%	699	59.5%	238	20.3%
2-ACADEMIC	35	7.4%	60	12.7%	283	59.8%	95	20.1%
3-PUBLIC LIBRARY	94	13.7%	48	7.0%	452	65.9%	92	13.4%
4-MUSEUM	47	8.5%	80	14.5%	319	58.0%	104	18.9%
5-CREATOR	36	12.4%	26	9.0%	160	55.2%	68	23.4%
ALL REPOSITORIES	323	10.2%	341	10.7%	1913	60.3%	597	18.8%

Access query: J2\_Last3Yrs\_OrgType

Excel file: J\_FinancialSupport.xls / J2\_Last3Yrs

### J.3. Anticipated trend in funding available for your historical records program during next three years.

Georgia and Montana did not include these questions in their surveys. Percentages have been calculated accordingly

Repository Type	No response		Will decrease		Will remain stable		Will increase	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
1-HIST SOC/ARCH REPOS	95	8.1%	83	7.1%	694	59.1%	303	25.8%
2-ACADEMIC	36	7.6%	48	10.1%	296	62.6%	93	19.7%
3-PUBLIC LIBRARY	83	12.1%	45	6.6%	455	66.3%	103	15.0%
4-MUSEUM	44	8.0%	59	10.7%	299	54.4%	148	26.9%
5-CREATOR	35	12.1%	17	5.9%	166	57.2%	72	24.8%
ALL REPOSITORIES	293	9.2%	252	7.9%	1910	60.2%	719	22.7%

Access query: J3\_Next3Yrs\_OrgType

Excel file: J\_FinancialSupport.xls / J3\_Next3Yrs

## K1. Needs and Priorities

Respondents were asked to rank each of the priorities on the following scale:  
 3 = major priority    2 = moderate    1 = minor    0 = not a priority  
 The following charts show the mean of the responses.

**Table K.1.a. Priorities, by repository type** (shaded areas show top three priorities in each category)

STATE	1:Increase funding	2:Inc storage space	3:Improve storage cond	4:Staff training	5:Encourage use	6:Finding aids	7:Automated desc	8:Reformat records	9:Policies for new media	10:Acquisitions policy	11:Inc solicitation of collections	12:Pres/conservation	13:Disaster plan	14:Process backlog	15:Records mgt	16:Parent org support	17:Increase visibility	18:Other
1-HIST SOC/ARC	2.27	2.16	2.11	1.91	2.05	2.06	1.47	1.09	1.21	1.26	1.68	2.29	1.57	1.92	1.33	1.08	2.23	2.49
2-ACADEMIC	2.19	2.11	1.91	1.81	1.86	2.18	1.91	1.35	1.39	1.26	1.38	2.00	1.36	2.17	1.78	1.98	1.81	2.00
3-PUBLIC LIB	1.83	1.87	1.69	1.85	1.78	2.03	1.39	1.26	1.17	1.21	1.36	1.98	1.45	1.45	1.04	0.94	1.69	1.61
4-MUSEUM	2.34	2.11	2.11	2.05	1.82	2.23	1.75	1.23	1.21	1.15	1.31	2.34	1.62	2.05	1.65	1.51	1.94	2.55
5-CREATOR	1.83	1.69	1.76	1.67	1.70	2.01	1.57	1.09	1.17	1.05	1.21	1.98	1.48	2.01	1.69	1.51	1.62	2.33
TOTALS	2.14	2.04	1.96	1.89	1.89	2.10	1.59	1.20	1.23	1.21	1.45	2.16	1.51	1.89	1.45	1.35	1.95	2.27

Access queries: Series of queries, K1\_...CrTab\_by OrgType

Excel file: K1\_byOrgType / Master

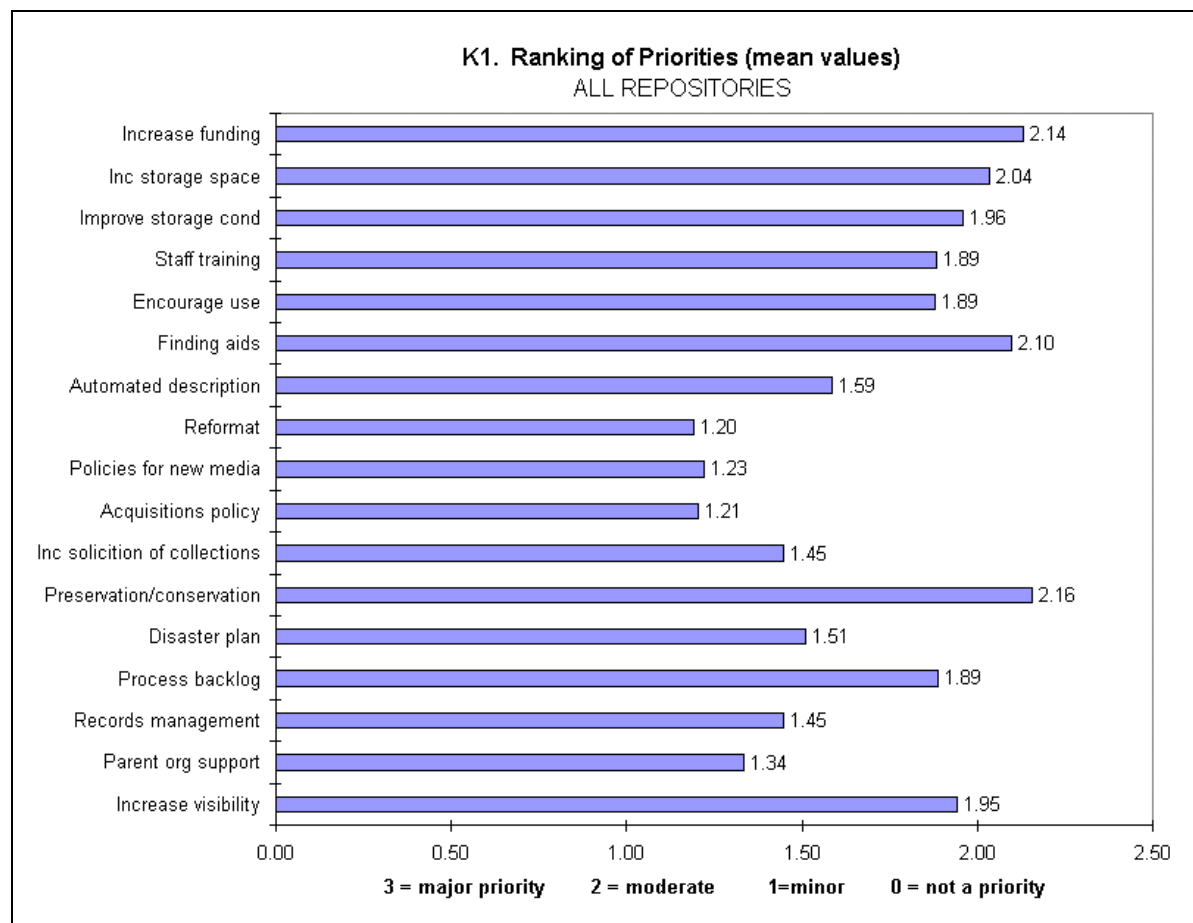
**Table K.1.b. Priorities, by region** (shaded areas show top three priorities in each category)

REGION	1:Increase funding	2:Inc storage space	3:Improve storage cond	4:Staff training	5:Encourage use	6:Finding aids	7:Automated desc	8:Reformat	9:Policies for new media	10:Acquisitions policy	11:Inc solicitation of collections	12:Pres/conservation	13:Disaster plan	14:Process backlog	15:Records mgt	16:Parent org support	17:Increase visibility	18:Other
1-New England	2.10	2.03	2.08	1.83	1.87	2.12	1.56	1.15	1.18	1.24	2.33	2.23	1.59	1.91	1.49	1.34	2.00	2.64
2-Mid Atlantic	2.24	2.07	2.03	1.83	1.98	2.18	1.68	1.29	1.21	1.19	1.40	2.17	1.59	1.94	1.59	1.31	2.09	2.76
3-Great Lakes	2.09	2.05	1.80	1.90	1.90	2.03	1.49	1.13	1.24	1.14	1.52	2.07	1.45	1.86	1.33	1.28	1.83	1.67
4-Plains	2.11	2.01	1.85	1.90	1.81	2.02	1.55	1.13	1.21	1.18	1.46	2.14	1.46	1.79	1.39	1.30	1.90	1.64
5-South	2.00	1.96	1.92	1.97	1.81	2.11	1.60	1.22	1.21	1.32	1.43	2.14	1.35	1.80	1.38	1.55	1.87	2.09
6-West	2.40	2.14	2.25	2.12	1.82	2.22	1.84	1.36	1.42	1.36	1.44	2.33	1.58	2.17	2.04	1.50	1.95	3.00
TOTAL																		
All regions	2.14	2.04	1.96	1.89	1.89	2.10	1.59	1.20	1.23	1.21	1.45	2.16	1.51	1.89	1.45	1.34	1.95	2.27

Access queries: Series of queries, K1\_...CrTab\_by Region

Excel file: K1\_byRegion / Master

**Figure 14. Ranking of priorities from question K.1.**



**K.1.c. Priorities expressed by respondents to other states' surveys, ranked beginning with the top priority in each state..**

#### **NEVADA**

1. Improved storage conditions
2. Increase public support
3. Other records management problems
4. Encourage greater use of collections

1. Preservation
2. Processing
3. Storage/space needs
4. Staff training
5. Staff size
6. Computerization

#### **SOUTH CAROLINA**

1. Improve storage conditions
2. Arrangement and description
3. Photo conservation
4. Funding
5. Training

#### **WISCONSIN**

**Table K.2.a. Most pressing problems confronting each type of repository.**

Respondents were asked to describe the most pressing problem confronting your organization's historical records collection. An analysis of these textual responses produced the following list. Responses may have contained more than one of the following categories in which case they were counted under all of the categories that applied.

	Total, all respondents	1-HIST SOC	2-ACADEMIC	3-PUBLIC LIBRARY	4-MUSEUM	5-CREATOR
Space, storage	630	240	106	148	97	39
Access/finding aids	595	232	60	122	133	48
Staff (includes lack of time)	568	160	130	117	100	61
Processing backlog	465	180	74	71	85	55
Storage conditions, environmental controls	423	175	51	54	107	36
Funding	374	146	65	73	61	29
Preservation	290	94	30	89	50	27
Automation	158	58	28	16	35	21
Volunteers, need more	158	111	2	8	22	15
Training	96	34	13	14	25	10
New/renovated facility	89	59	12	6	8	4
Promote awareness/use of collections	83	38	15	14	7	9
Support from parent organization	73	18	29	3	16	7
Acquisitions, collection development	66	26	8	19	6	7
Equipment/supplies	61	27	6	14	9	5
Security/theft	59	19	7	21	7	5
Reformatting	55	15	4	23	6	7
Selection criteria/ acquisition policies	50	13	14	13	4	6
Need professional staff or advice	47	14	15	5	9	4
Lack of interest	46	18	7	11	5	5
Space, exhibit	35	27		4	3	1
Records management	35	3	19	0	4	9
New media	33	15	5	3	6	4
Conflicting priorities	28	6	4	5	10	3
Future uncertain	18	6	4	4	3	1
Aging membership	12	10	1	0	1	0
Disaster planning	10	4	1	3	0	2
Electronic records	9	1	7	0	0	1

Access queries: K2\_[topic]\_Ct\_by\_OrgType

Excel file: K2\_WorstProbs\_byReposType / High\_to\_Low

**Table K.2.b. Most pressing problems cited by each type of repository**

The lists below give the top ten problems cited by each type of repository. The right hand columns show the number of times each of the concerns was cited.

**Historical Societies/Archival Repositories**

1. Space, storage	240
2. Access/finding aids	232
3. Processing backlog	180
4. Storage conditions, environmental controls	175
5. Staff (incl lack of time)	160
6. Funding	146
7. Volunteers, need more	111
8. Preservation	94
9. New/renovated facility	59
10. Automation	59

**Museums**

1. Access/finding aids	133
2. Storage conditions, environmental controls	107
3. Staff (incl lack of time)	100
4. Space, storage	97
5. Processing backlog	85
6. Funding	61
7. Preservation	50
8. Automation	35
9. Training	25
10. Volunteers, need more	22

**Academic**

1. Staff (incl lack of time)	130
2. Space, storage	106
3. Processing backlog	74
4. Funding	65
5. Access/finding aids	60
6. Storage conditions, environmental controls	51
7. Preservation	30
8. Parent org support	29
9. Automation	28
10. Records management	19

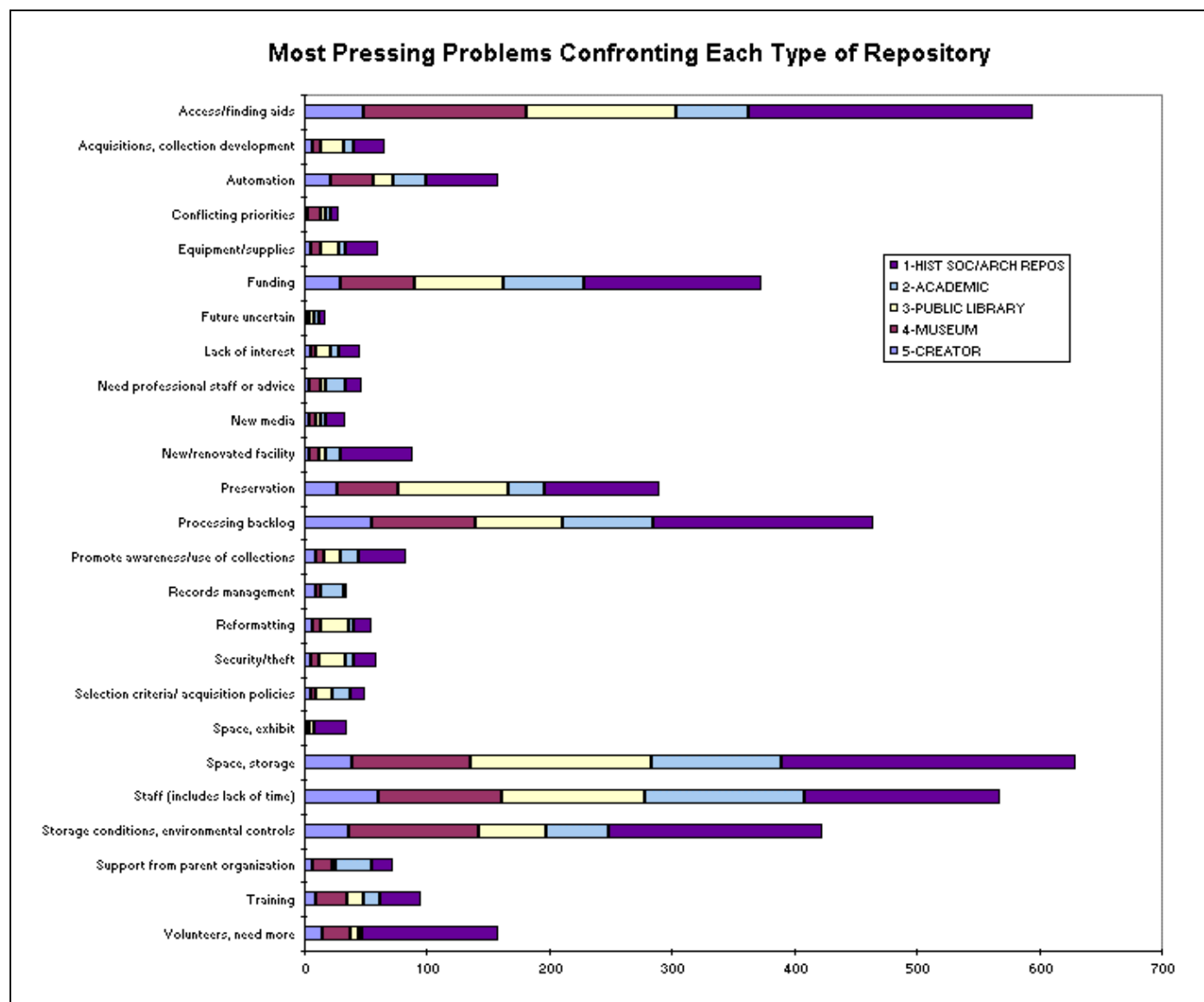
**Creators**

1. Staff (includes lack of time)	61
2. Processing backlog	55
3. Access/finding aids	48
4. Space, storage	39
5. Storage conditions, environmental controls	36
6. Funding	29
7. Preservation	27
8. Automation	21
9. Volunteers, need more	15
10. Training	10

**Public Libraries**

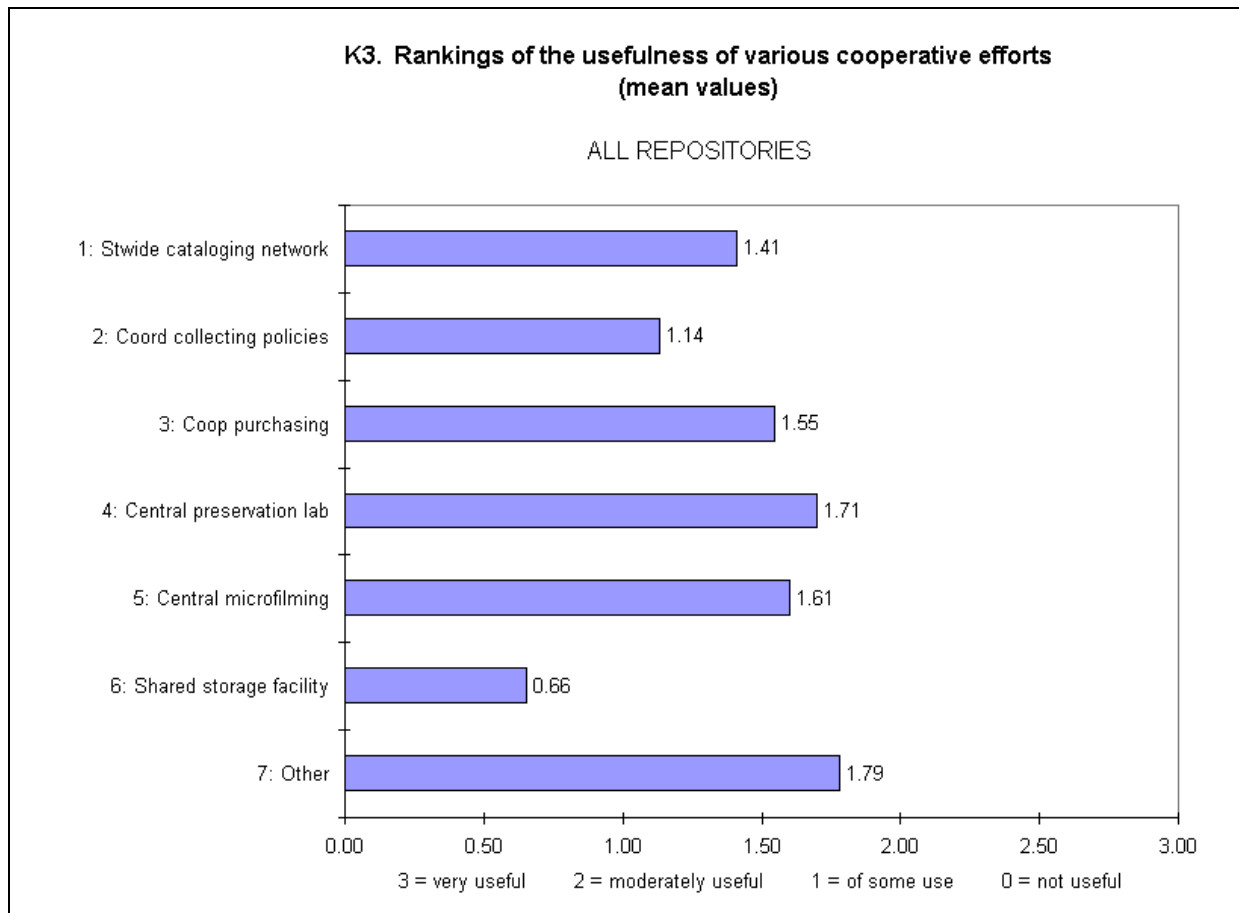
1. Space, storage	148
2. Access/finding aids	122
3. Staff (incl lack of time)	117
4. Preservation	89
5. Funding	73
6. Processing backlog	71
7. Storage conditions, environmental controls	54
8. Reformatting	23
9. Security/theft	21
10. Acquisitions, collection dev	19

Figure 15. Most pressing problems from Question K.2.



Excel file: K2\_WorstProbs\_byReposType / Chart3

**Figure 16. Rankings of usefulness of cooperative efforts from Question K.3.**



Excel file: K3\_byRegion / Chart

**Table K.3. How useful would the following cooperative efforts be?**

Respondents were asked to rank each of the priorities on the following scale:  
 3 = very useful    2 = moderately useful    1 = of some use    0 = not useful  
 The following charts show the mean of the responses.

**Table K.3.a. Rankings of possible cooperative efforts, by repository type**

ORG TYPE	COOPERATIVE EFFORTS						
	1: Stwide cataloging network	2: Coord collecting policies	3: Coop purchasing	4: Central preservation lab	5: Central microfilming	6: Shared storage facility	7: Other
1-HIST SOC/ARCH	1.35	1.18	1.71	1.67	1.52	0.66	1.74
2-ACADEMIC	1.43	1.12	1.49	1.87	1.78	0.78	1.91
3-PUBLIC LIB	1.60	1.21	1.35	1.64	1.81	0.61	1.61
4-MUSEUM	1.41	1.15	1.60	1.78	1.48	0.65	1.76
5-CREATOR	1.19	0.82	1.36	1.55	1.40	0.58	2.05
TOTALS	1.41	1.14	1.55	1.71	1.61	0.66	1.79

Access queries: Series of queries, K3\_[...]CrTab\_byOrgType    Excel file: K3\_byOrgType

**Table K.3.b. Rankings of possible cooperative efforts, by repository size.**

ORG TYPE	COOPERATIVE EFFORTS						
	1: Stwide cataloging network	2: Coord collecting policies	3: Coop purchasing	4: Central preservation lab	5: Central microfilming	6: Shared storage facility	7: Other
MAJOR	1.51	1.21	1.33	1.89	1.77	0.96	1.50
LARGE	1.56	1.10	1.54	1.95	1.80	0.86	2.75
MEDIUM	1.49	1.09	1.66	1.81	1.71	0.63	1.75
SMALL	1.31	1.17	1.48	1.55	1.47	0.58	1.50
SIZE NOT DESIGN	1.39	1.21	1.63	1.67	1.55	0.78	2.06
TOTALS	1.41	1.14	1.55	1.71	1.61	0.66	1.79

Access queries: Series of queries, K3\_[...]CrTab\_byOrgSize    Excel file: K3\_byOrgSize

**Table K.3.c. Rankings of possible cooperative efforts, by region.**

REGION	COOPERATIVE EFFORTS						
	1: Stwide cataloging network	2: Coord collecting policies	3: Coop purchasing	4: Central preservation lab	5: Central microfilming	6: Shared storage facility	7: Other
1-New England	1.43	1.11	1.61	1.71	1.51	0.76	1.95
2-Mid Atlantic	1.38	1.07	1.66	1.80	1.66	0.65	2.78
3-Great Lakes	1.33	1.03	1.38	1.49	1.54	0.56	1.22
4-Plains	1.33	1.18	1.58	1.71	1.65	0.57	1.06
5-South	1.71	1.41	1.47	1.89	1.81	0.81	1.56
6-West	1.65	1.46	1.58	1.88	1.68	0.77	1.17
TOTALS	1.41	1.14	1.55	1.71	1.61	0.66	1.79

Access queries: Series of queries, K3\_[...]CrTab\_byRegion    Excel file: K3\_byRegion

**Most frequently cited Other cooperative efforts desired:**

Professional assistance, esp. through traveling state-funded archivist, consultation network (27)  
 Workshops/training (16)  
 Financial help, esp. for small repositories (10)  
 Cataloging/finding aid assistance (7)  
 Joint publicity campaigns (7)  
 Sharing of entry level/part-time staff (6)



#### K4. Where do you go for advice and assistance on archival matters?

##### K.4.a. Where do you go for advice and assistance on archival matters, by repository type

	1-HIST SOC/ARCH REPOS		2-ACADEMIC		3-PUBLIC LIBRARY		4-MUSEUM		5-CREATOR	
	No.	% all resp in type	No.	% all resp in type	No.	% all resp in type	No.	% all resp in type	No.	% all resp in type
Federal govt agency	86	6.8%	37	7.3%	20	2.7%	108	15.8%	19	6.3%
State govt agency	278	21.9%	117	23.1%	206	27.7%	165	24.2%	41	13.5%
Local govt agency	159	12.5%	24	4.7%	75	10.1%	51	7.5%	20	6.6%
SHRAB	156	12.3%	38	7.5%	44	5.9%	67	9.8%	14	4.6%
Professional orgs	306	24.1%	242	47.8%	131	17.6%	219	32.1%	119	39.1%
Colleagues in other repositories	690	54.3%	369	72.9%	308	41.4%	379	55.5%	183	60.2%
Vendors	324	25.5%	137	27.1%	149	20.0%	180	26.4%	80	26.3%
Paid Consultants	136	10.7%	65	12.8%	39	5.2%	116	17.0%	37	12.2%

Access queries: K4\_[...]\_byOrgType      Excel file: K4\_GoForHelp / OrgType

##### K4.b. Professional associations cited as sources of help, by repository type (from part K.4.5)

	1-HIST SOC/ARCH REPOS	2- ACADEMIC	3-PUBLIC LIBRARY	4-MUSEUM	5-CREATOR	Totals
<b>National assns</b>						
Society of American Archivists	46	127	17	34	60	284
American Assn for State & Local History	31	2	4	24	1	62
American Library Association	3	14	8	2		27
Assn of Records Managers & Administrators	2	8			3	13
American Association of Museums	11	3	1	27		42
<b>Regional assns</b>						
Reg archival	31	96	17	33	42	219
Reg mus	12		1	13		26
Reg pres consort	25	13	20	18	1	77
<b>State/local assns</b>						
State archival assn	59	44	24	24	20	171
State museum	26			30		56
State lib	2	3	13	2	1	21
State hist pres	30	2	4	13		49

Access queries: K4\_5\_Ct\_[assn]      Excel file: K4\_GoForHelp / 5\_ProfAssns\_OrgType